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Before getting started make sure the following is complete:
All revenue data for the period has been processed.
All adjustments for the period have been made.

PROCESSING LOCAL REVENUE DISBURSEMENTS

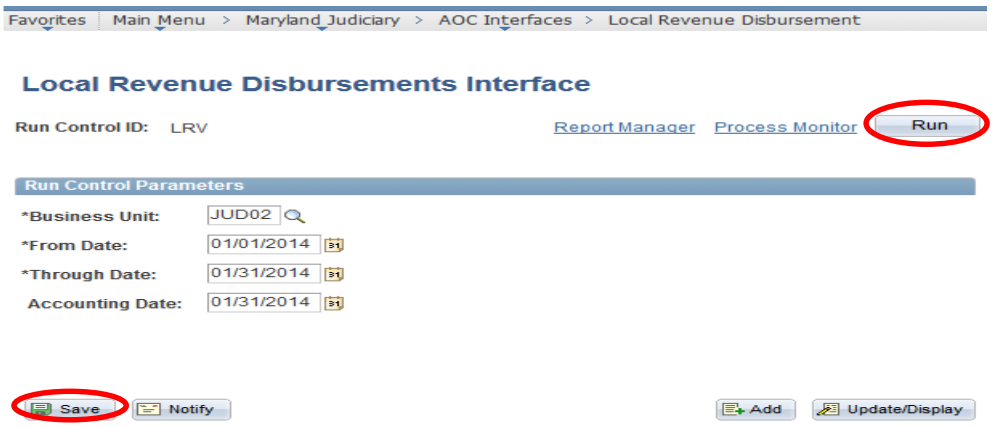
DISTRICT COURT ONLY- Two ways to determine if you have any Local Revenue to be processed for the month.

1. *Run your R1 report. (instructions are in the Index). If you have any dollars in your 7530 account column, then you begin with Step 1 below. If the amount for the month is zero dollars and you had no Bad Checks or Adjustments for the month, then you can skip this process for the month.*
2. *Run the Aoc_Charge_ID_ALLOC_EOM query.*
    a. *Navigation: Main Menu > Reporting Tools > Query Viewer: AOC_CHARGE_ID_ALLOC_EOM. Enter your Business Unit and Month range for processing. If 'No matching values' is returned, you have no Local Disbursements to process this month.*

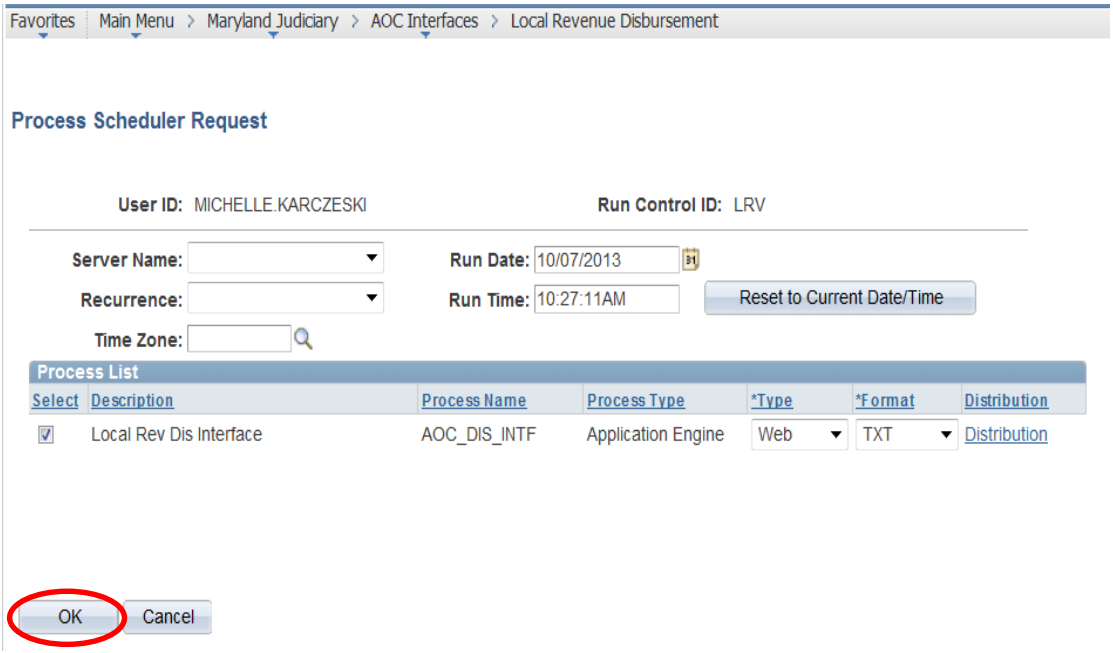
STEP 1: Create Local Revenue Bills - This process creates summarized credit bills for each Local Disbursement customer and Charge Code.

NAVIGATION: *Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement*

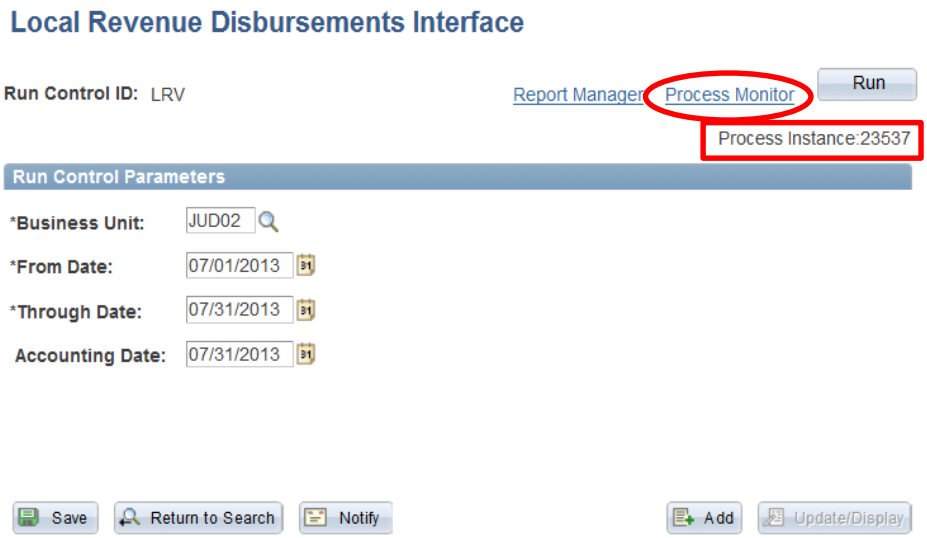
1. The ***Local Revenue Disbursement*** – Run Control page will display.
    a. Select a Run Control – Click Search to "*Find an Existing Value*" or create a new one by selecting the "*Add a New Value"* tab and enter a Run Control ID (e.g. 'LRV' or 'Local_Revenue')
    b. The ***Local Revenue Disbursements Interface*** page will display.
        i. **Business Unit**: enter JUD##
        ii. **From Date**: enter Beginning date of the disbursement period.(i.e.: 1st of Prior month)
        iii. **Through Date**: enter Ending date of the disbursement period.(i.e.: last of Prior month)
        iv. **Accounting Date**: Will default to the selected Through Date. (i.e.: Prior month end date)
        v. Click the **Save** button.
        vi. Click the **Run** button.



c. The ***Process Scheduler Request*** page will display.
   i. Confirm the **AOC_DIS_INTF** Process Name is listed and selected in the Process List section.
   ii. Click the **OK** button.



d. The ***Local Revenue Disbursements Interface*** page will display.
   i. A Process Instance number will display to show that processing has begun.
   ii. Click the Process Monitor link.

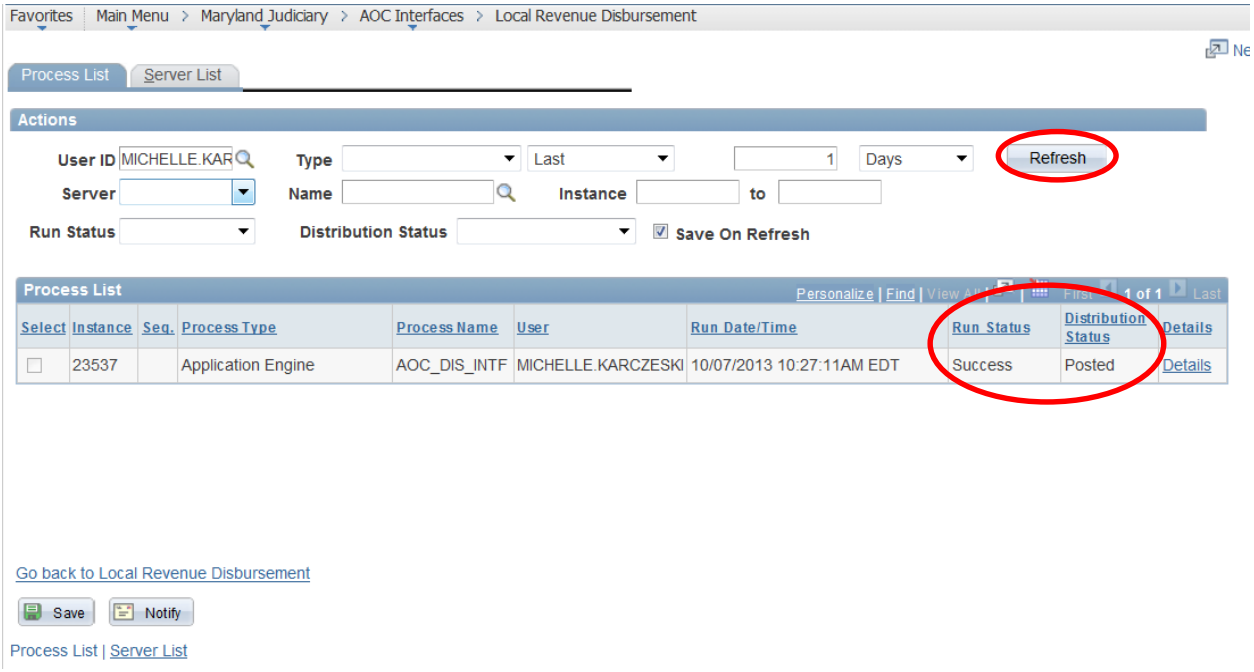


e. The ***Process List*** page will display.

i. Review the process list to see the AOC_DIS_INTF process is running.

ii. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.

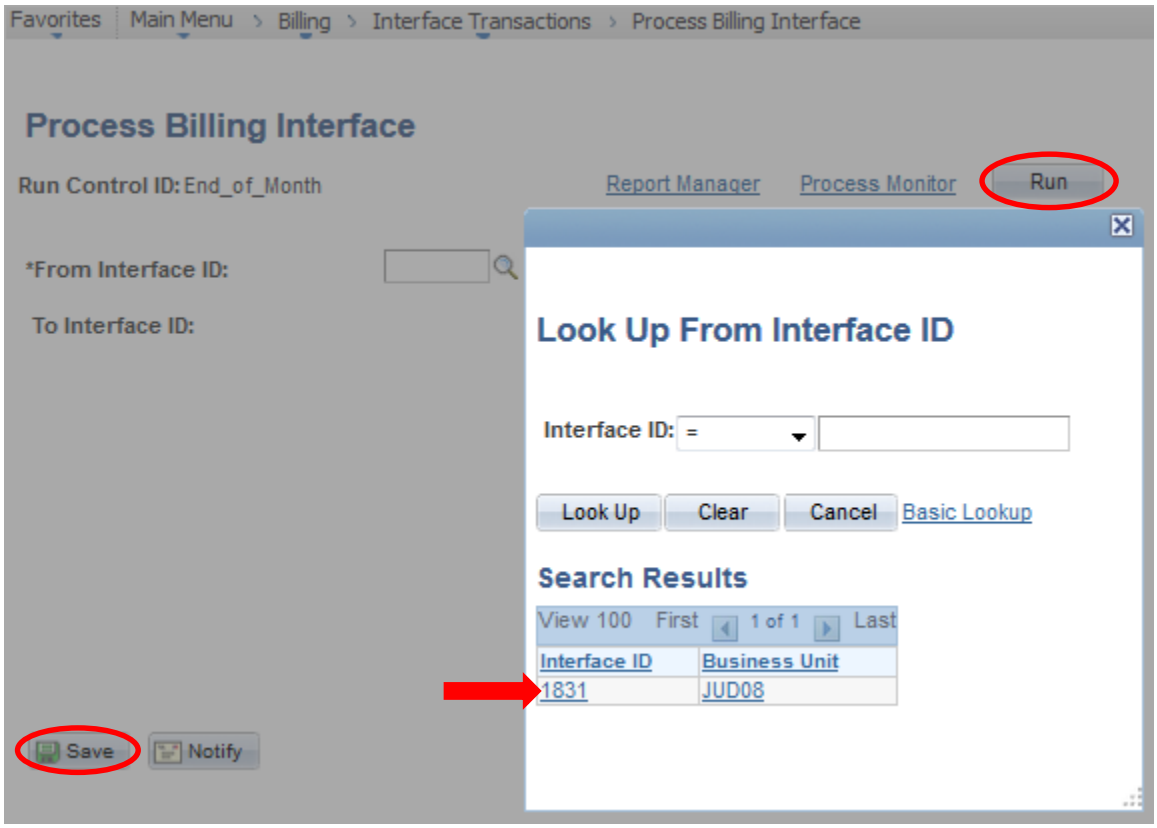
1. If the Run Status = NO SUCCESS – **STOP!**
2. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
3. Once the Run Status = *Success* and Distribution Status = *Posted* the process is complete. Proceed to the next step.



STEP 2: Run the Billing Interface – This step transmits the local revenue disbursement data from the staging table to the Billing module creating new LRV bills. This step also processes your transactions and allocates the revenue based on the accounting rules and system configuration settings.

NAVIGATION: *Main Menu > Billing > Interface Transactions > Process Billing Interface*

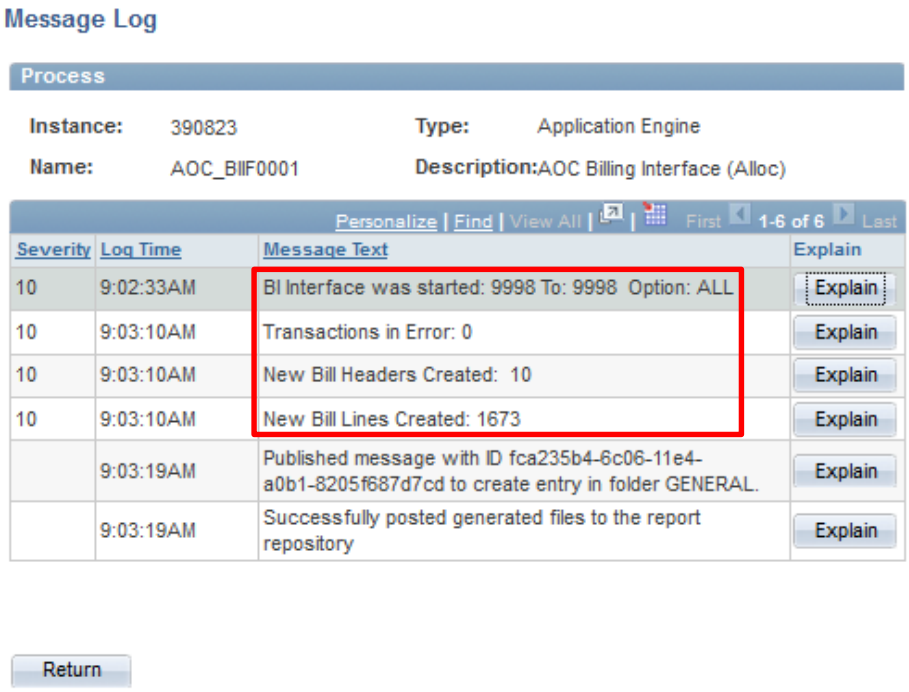
1. The ***Process Billing Interface*** Run Control page will open.
    a. Select a Run Control – Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value"* tab and enter a Run Control ID to be used each month for processing your local revenue.
    b. Look up your Interface ID by using the Magnifying Glass icon to the right of the **From Interface ID:** field.
        i. There should only be one Interface ID in your list.
        ii. Click the new Interface ID number to add it to the **From Interface ID** field.



    c. Click the **Save** button.
    d. Click the **Run** button.
2. The ***Process Scheduler Request*** page will display.
    a. Confirm the **BIIF0001** Process Name is listed and selected in the Process List section.
    b. Click the **OK** button.
3. The ***Process Billing Interface*** page will display.
    a. A Process Instance number will display to show that processing has begun.

b. Click the Process Monitor link.

4. The ***Process List*** page will display
   a. Review the process list to see the BIIF0001 process is running.
   b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
      i. If the Run Status = NO SUCCESS – **STOP!**
      ii. **Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the issue.**
   c. Click the Details Link next to the Distribution Status to review the messages and logs associated with the results of the process.
   d. Click the Message Log Link – THIS IS AN IMPORTANT STEP.
      i. The Message Log page will display.



***NOTE**: Write down the numbers displayed for "Transactions in Error" (i.e., items to be fixed), "New Bill Headers Created" (i.e., number of bills created) and "New Bill Lines Created" (i.e., number of items) as they will be needed further in the process.*

e. If there are Transactions in Error: **STOP! Call the helpdesk and submit a ticket – DO NOT DELETE THE PROCESS, as this will be needed by the support staff to troubleshoot the problem. (See the OTC Reference Guide – How to Identify and Correct Billing Interface Errors.)**

f. Return to the ***Process Detail*** Page by clicking the **Return** button.

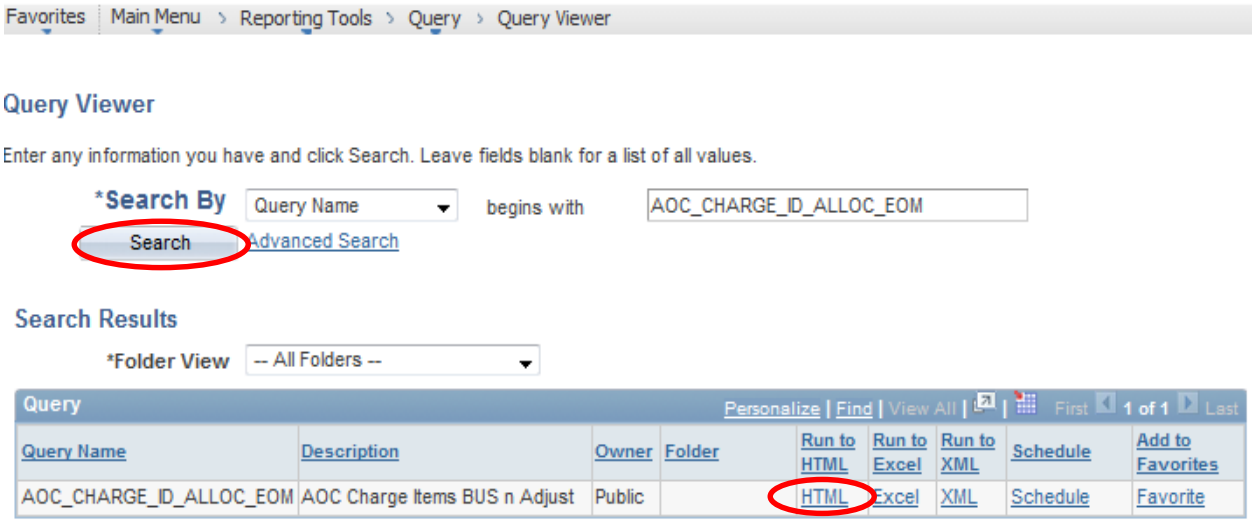
g. Return to the ***Process List*** Page by clicking the **OK** button.

h. Work with support staff to resolve any issues **before** moving on to the next set of processing steps.

STEP 3: Verify Data – The results of this query will be used to balance to your Disbursement Summary Report.

NAVIGATION: *Main Menu > Reporting Tools > Query > Query Viewer*

1. The ***Query Viewer*** page will display.
    a. Enter "AOC_CHARGE_ID_ALLOC_EOM" as your search criteria.
    b. Click the **Search** button.



    c. The AOC_CHARGE_ID_ALLOC_EOM query will display.

        i. The Favorite link can be used to add the query to your favorites list for easier navigation.
        ii. Click the HTML link to enter your JUD## (SetID) and Z-date range values for the search.
        iii. The results will show the allocation of all payments and adjustments.
    d. Click the **View Results** button.

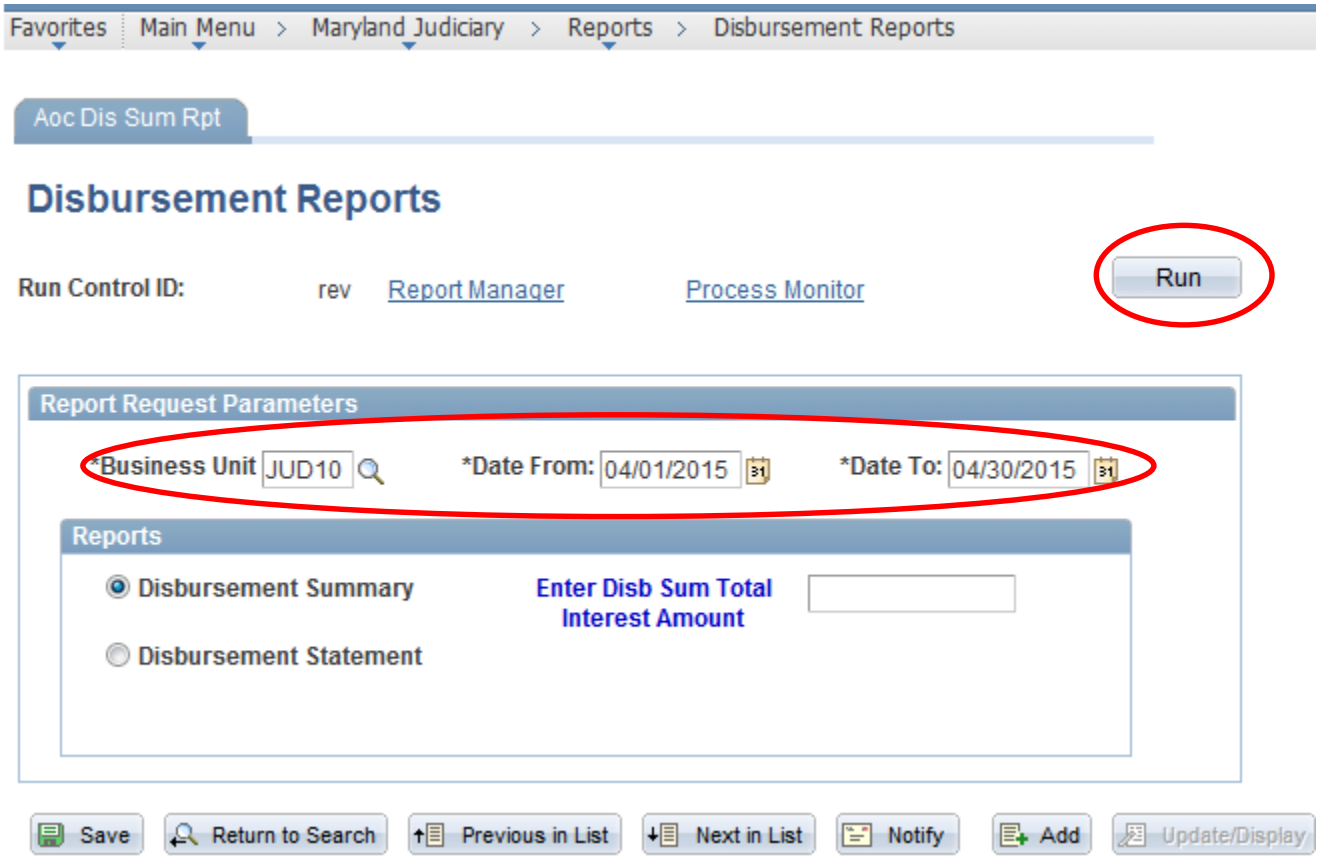
2. Query should be downloaded to Excel to be sorted and sub-totaled by Charge Code. The results of this query should balance to the Disbursement Reports you are about to run. (**See Appendix for Excel tips.)**

NOTE*: Any errors found must be fixed before moving forward. Navigate to the bill in error to review and make corrections. Contact the JIS Helpdesk for support.*

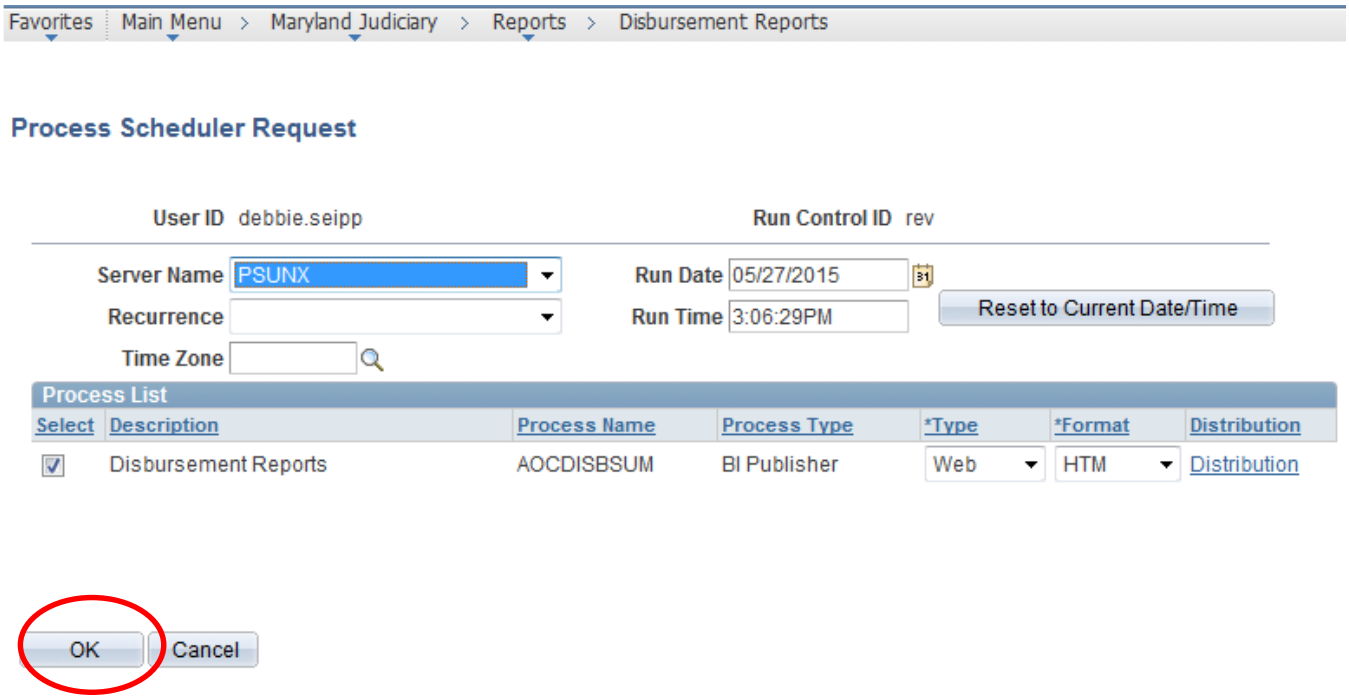
STEP 4: Run Disbursement Reports – Disbursement Reports consist of a single summary report and statement reports of credit refunds to be made to each local municipality. You will run and print both sets of reports.

NAVIGATION: *Main Menu > Maryland Judiciary > Reports > Disbursement Reports*

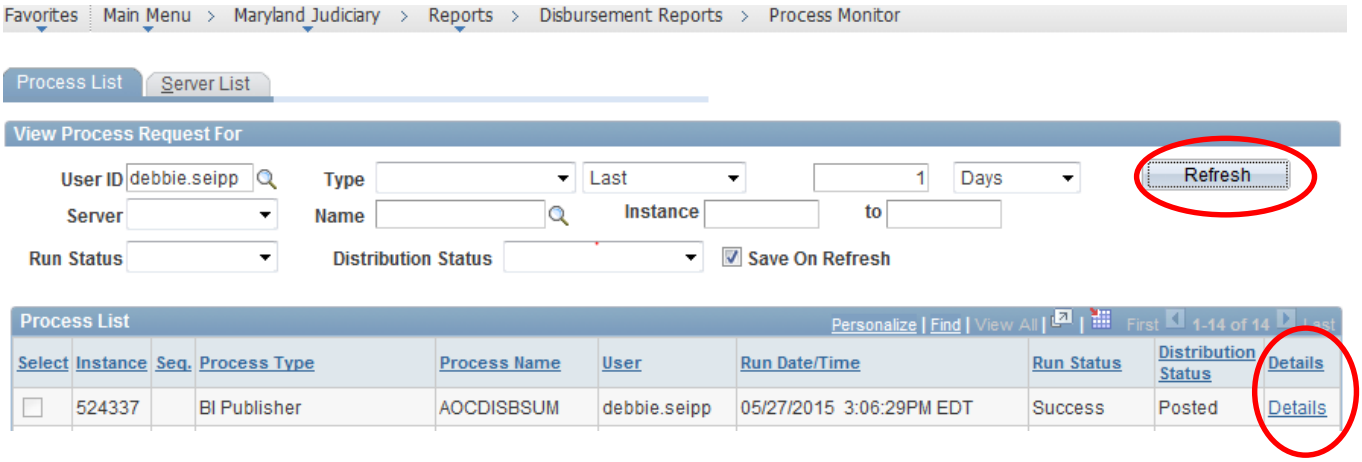
1. The ***AOC_DIS_SUM*** Run Control page will display.
   a. Select a Run Control – Search if needed using the "*Find an Existing Value*" tab. Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The ***Disbursement Reports*** page will display.
   a. **Business Unit:** enter JUD##
   b. **Date From:** and **Date To:** enter the date range of the disbursement period.
   c. Select the ***Disbursement Summary*** option.
   d. Click the **Save** button to save your run control parameters.
   e. Click the **Run** button.



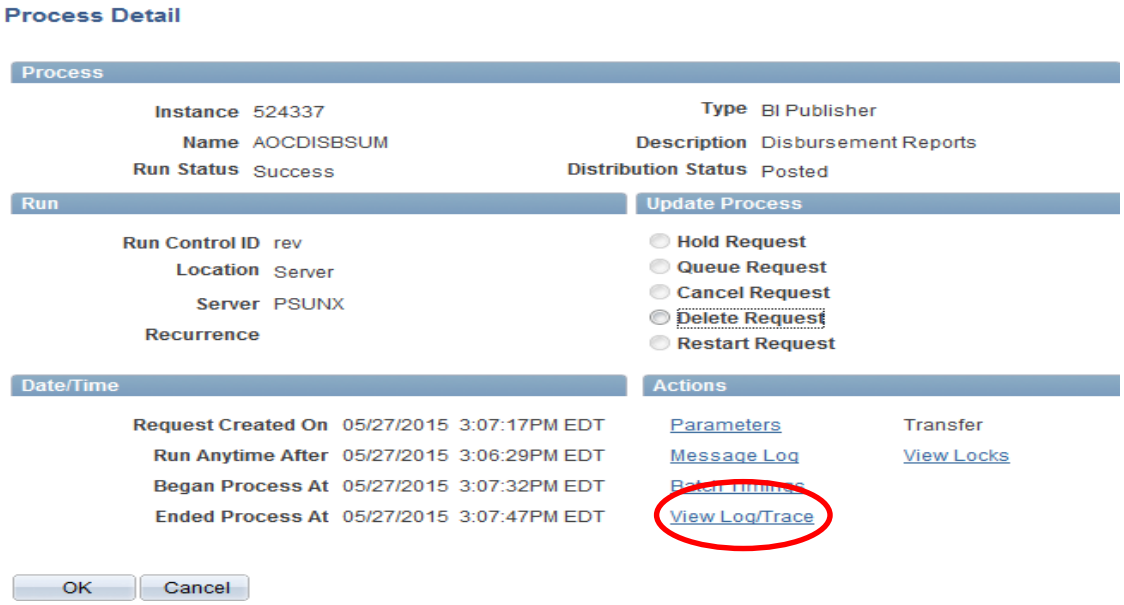
3. The ***Process Scheduler Request*** page will display.
    a. Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
    b. Click the **OK** button to return to the ***Disbursement Reports*** page.



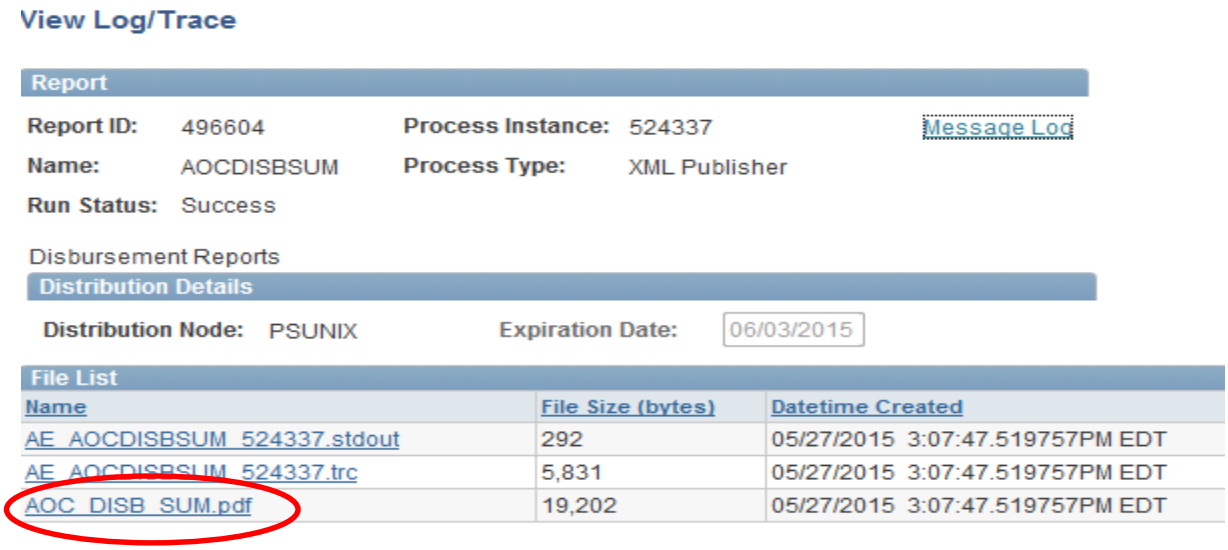
4. The ***Disbursement Reports*** page will display.
    a. A Process Instance number will display below the Run button indicating that the AOCDISBSUM process has begun.
    b. Select the Process Monitor link to see the run and distribution statuses.
5. The ***Process List*** page will display.
    a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
    b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
    c. Click the Details Link next to the Distribution Status.



6. The ***Process Detail*** page will display.
    a. Click the View Log/Trace link.



7. The ***View Log/Trace*** page will display.
    a. Click the AOC_DISB_SUM.pdf link to open and review the Disbursement Summary Report.



b. Review the Disbursement Report. All amounts to be disbursed will be displayed on the report as a summary invoice amount per charge code/per customer.
   i. This report should balance to the AOC_CHARGE_ID_ALLOC_EOM run in the previous step.

Note: If the results do not match please enter a Helpdesk ticket for assistance in balancing.

MARYLAND JUDICIARY

DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By _____

Business Unit: JUD10 - Frederick County Circuit Court

Date From: 04/01/2015 **Date To:** 04/30/2015

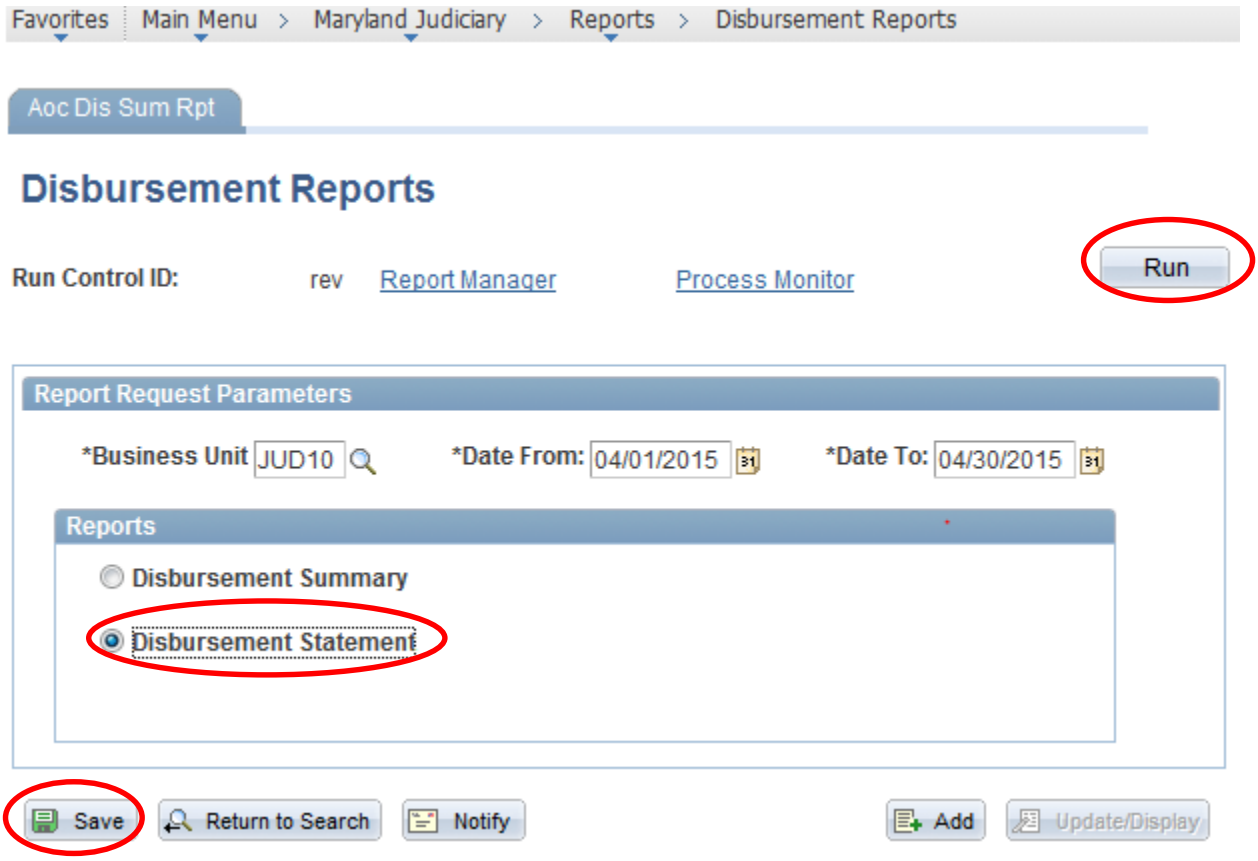
INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0003568331	2015-04-30	BL Local Lic 10 Woodsboro	10270	9511	$1,640.36	0.000	CORPORATION OF WOODSBORO	521120807
0003568346	2015-04-30	BL Local Lic 10 Myersville	10270	9511	$473.80	0.000	MAYOR & COUNCIL / MYERSVILLE	521458619
0003568347	2015-04-30	BL Local Lic 10 Burkitsville	10270	9511	$36.80	0.000	TOWN OF BURKITTSVILLE	521756046
0003568342	2015-04-30	BL Local Lic 10 Brunswick	10270	9511	$3,246.51	0.000	MAYOR & COUNCIL OF BRUNSWICK	526000779

c. Click the **Return** button to go back to the ***Process Detail*** page.
d. Click the **OK** button to return to the Process List.
e. Click the Go back to AOC_DIS_SUM link at the bottom of the page above the Save button.

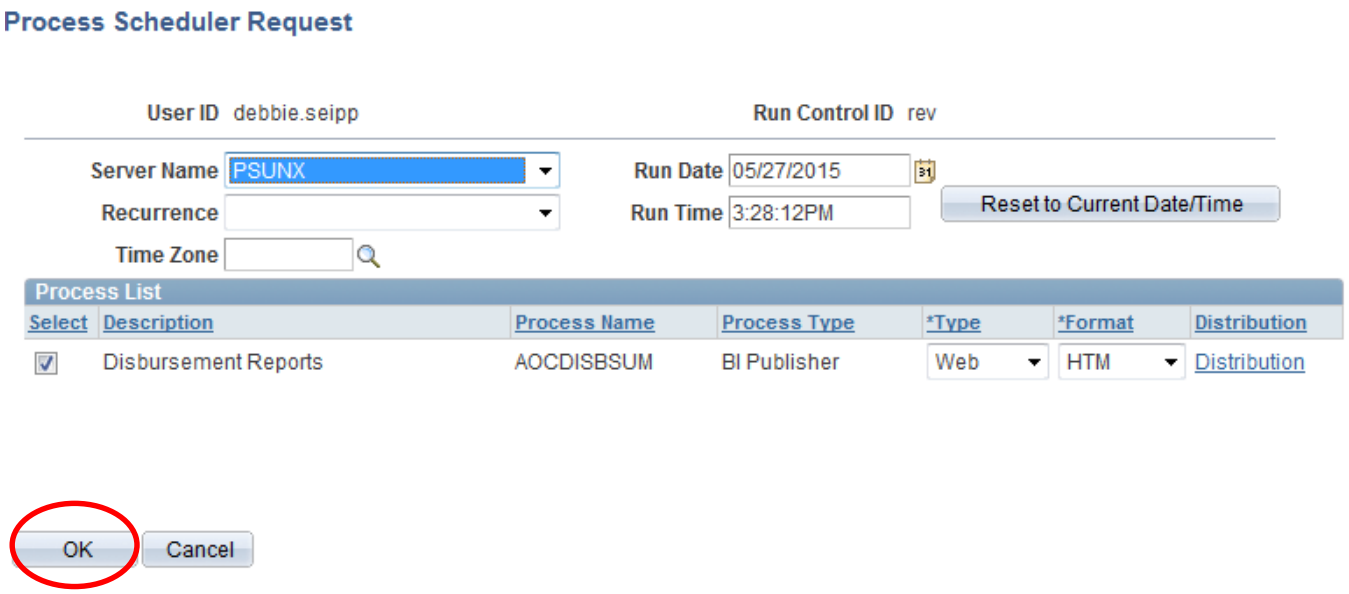
8. The ***Disbursement Reports*** page displays.

NOTE: Circuit Court should process this report after STEP 5 – Interest is processed.

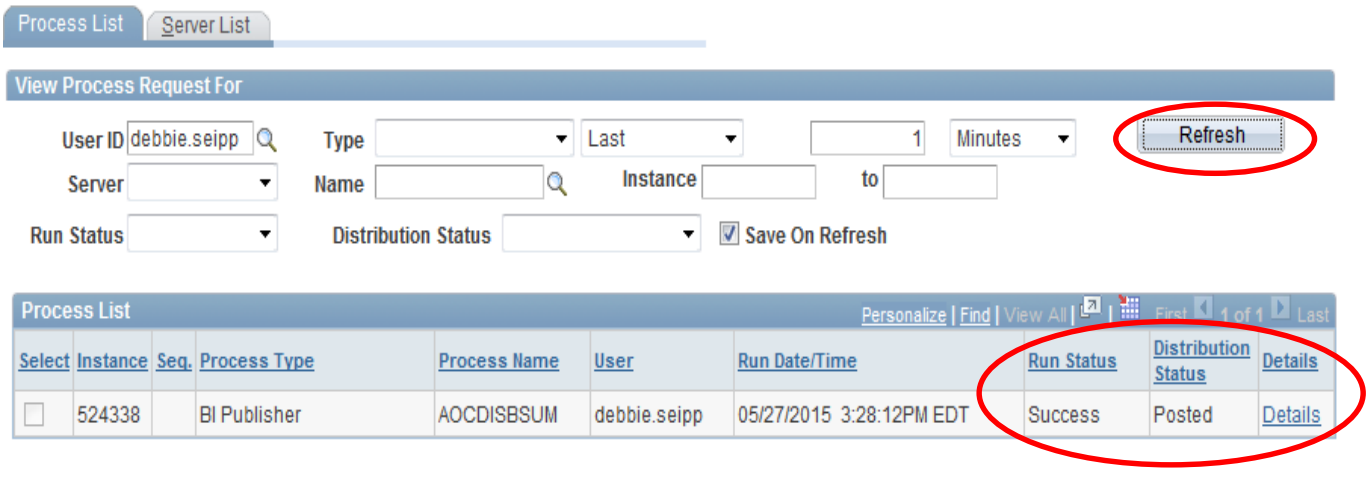
a. **Business Unit:** (JUD##) and date range are still populated.
b. **Disbursement Statement***:* select this option. (This report should be distributed to each Disbursement recipient to communicate monies being received.)
c. Click the **Save** button.
d. Click the **Run** button.



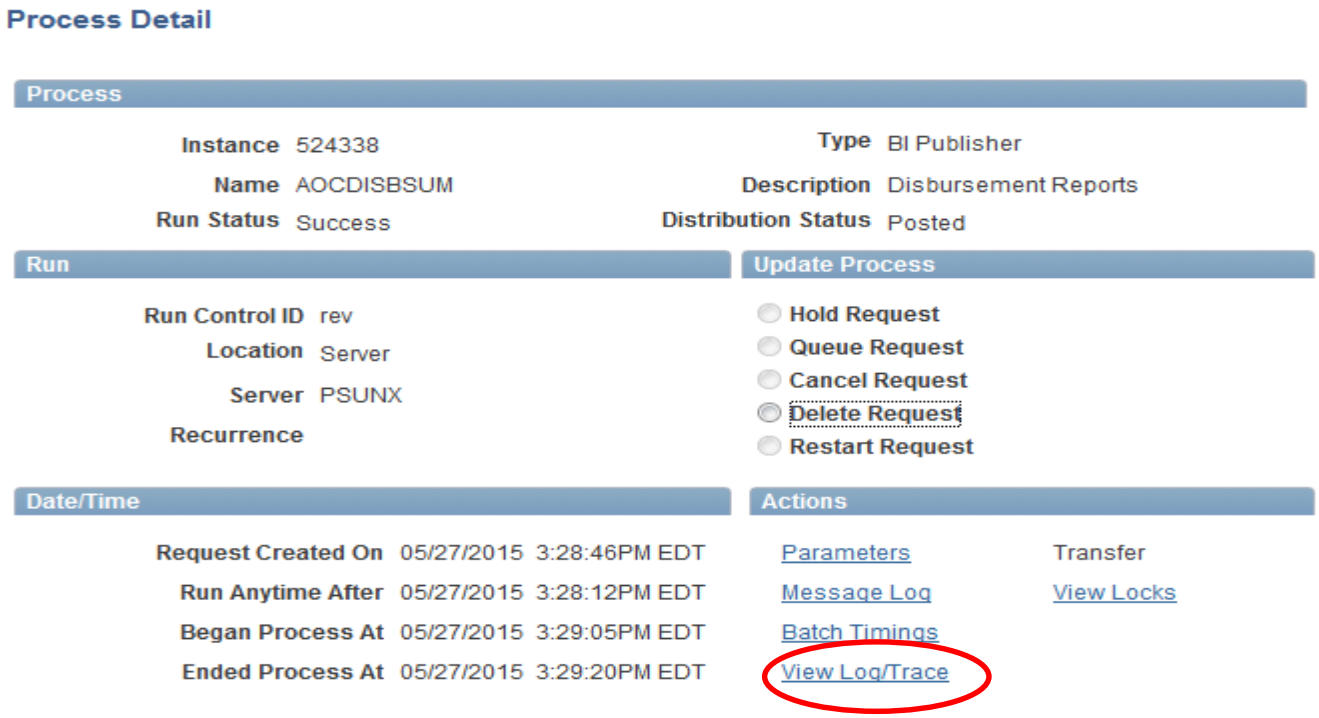
9. The ***Process Scheduler Request*** page will display.
    a. Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
    b. Click the **OK** button to return to the Disbursement Reports page.



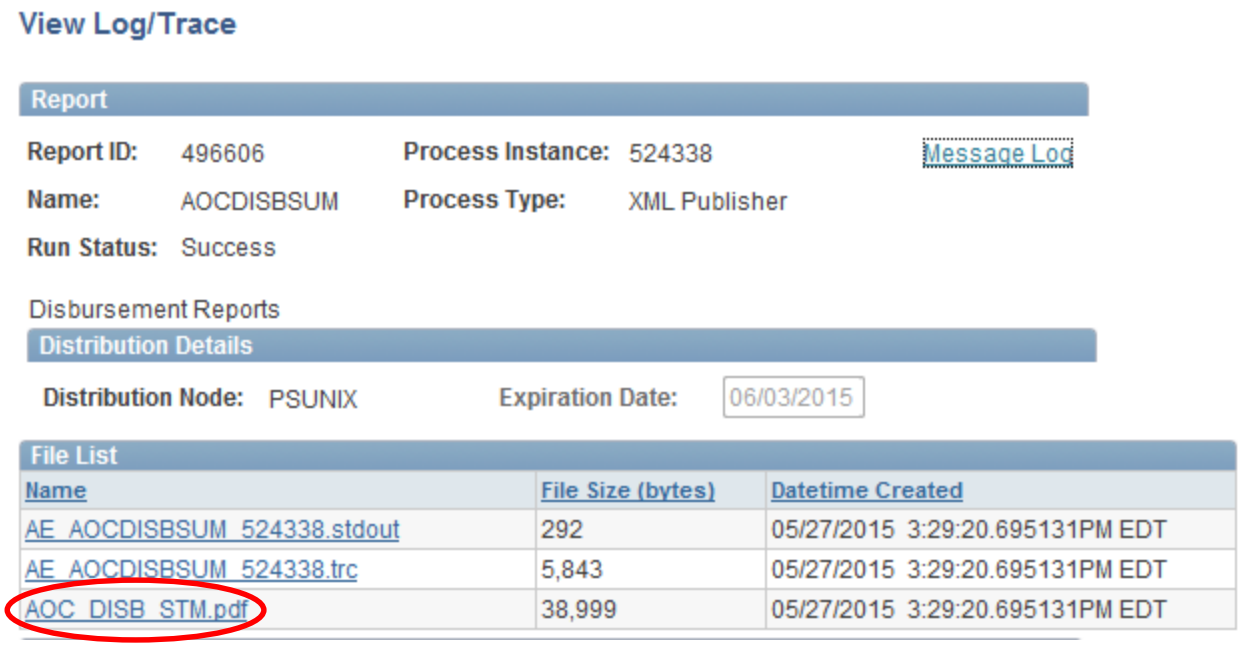
10. The ***Disbursement Reports*** page will display.
    a. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
    b. Select the Process Monitor link to see the run and distribution statuses.
11. The ***Process List*** page will display.
    a. Review the Process List to see the AOCDISBSUM process running and its status of completion.
    b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
    c. Click the Details Link next to the Distribution Status.



12. The ***Process Detail*** page will display.
    a. Click the View Log/Trace link.



13. The ***View Log/Trace*** page will display.
    a. Click the AOC_DISB_STM.pdf link to open and review the Disbursement Statements.
    b. Multiple statements will be generated for this report and print as separate pages by Customer.



c. Disbursement Statement example. Use the scroll button to the right to view all the reports.

Frederick County Circuit Court
100 WEST PATRICK STREET
FREDERICK MD 21701
301/600-1976

Date From: 04/01/2015 **Date To:** 04/30/2015

CORPORATION OF WOODSBORO
PO BOX 88
WOODSBORO MD 21798-0000

DISBURSEMENT STATEMENT

INVOICE NUMBER	INVOICE DT	INVOICE NAME	FED ID	INVOICE AMOUNT
0003568331	2015-04-30	BL Local Lic 10 Woodsboro	521120807	1,640.36
		Net disbursed to:	CORPORATION OF WOODSBORO	1,640.36

All Checks will be issued by the Comptroller's Office.

If District Court – Skip STEP 5 and go to STEP 6 on page 24.

If Circuit Court and NOT posting Local Revenue Interest – Skip STEP 5 and go to STEP 6 on page 24.

If Circuit Court and Posting Local Revenue Interest - Proceed with STEP 5 below.

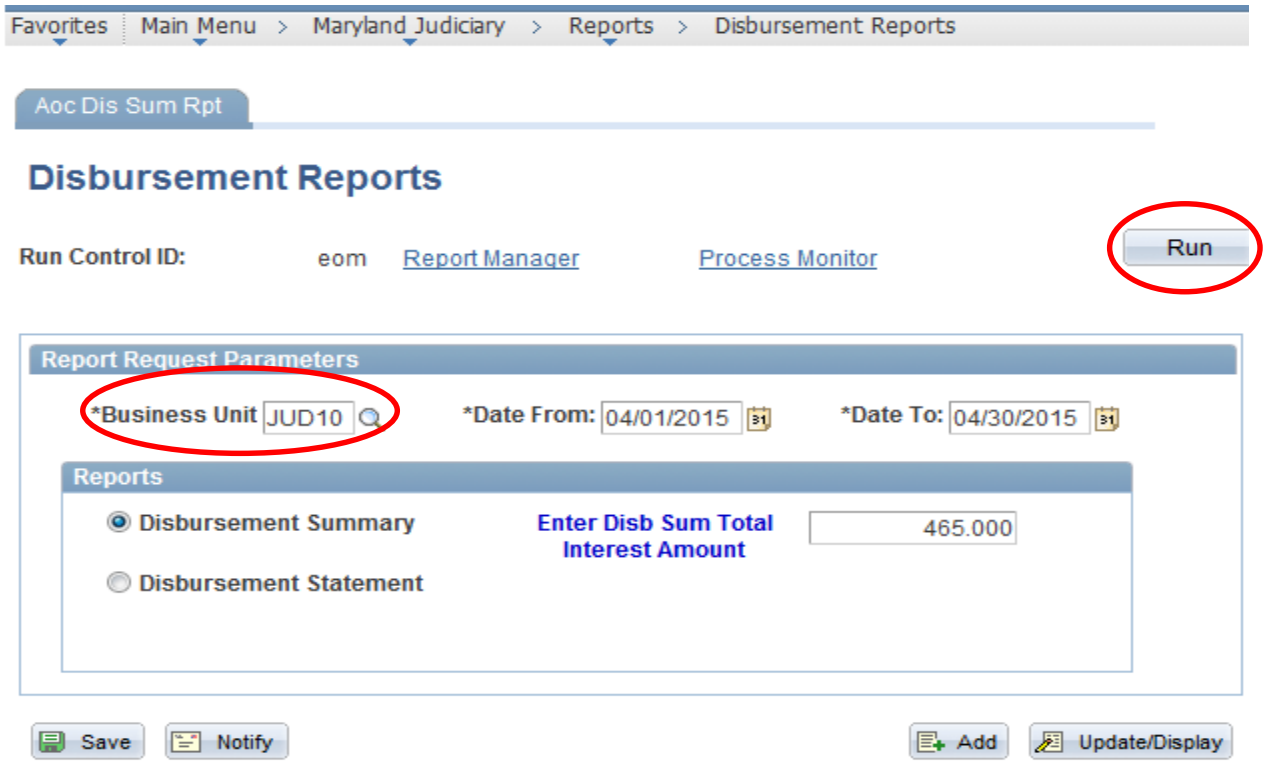
STEP 5: Post Local Revenue Interest - CIRCUIT COURT ONLY – As part of the Local Revenue Disbursement process, the interest generated against Local Revenue must be entered into GEARS as a separate bill per customer so it can also be disbursed. To calculate the amount of interest to be disbursed to each customer, run the Disbursement Transmittal Summary Report. This will provide the total local revenue to be paid to each customer for the period entered. Interest will be calculated on all Charge Codes except those you have requested be excluded from Interest calculation.

NOTE: The Local Revenue Interest amount provided to you from DBF should be used for current month disbursement, unless you are disbursing your interest quarterly or annually.

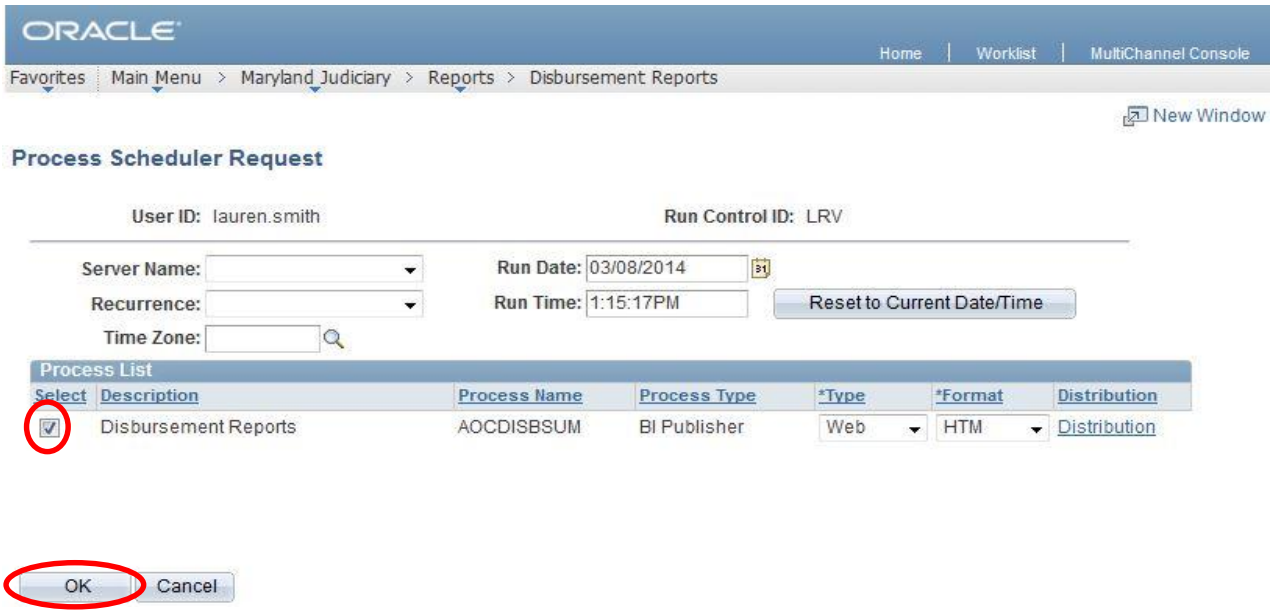
STEP 6.1 – Generate and Print Local Revenue Disbursement Reports

NAVIGATION: *Main Menu > Maryland Judiciary > Reports > Disbursement Reports*

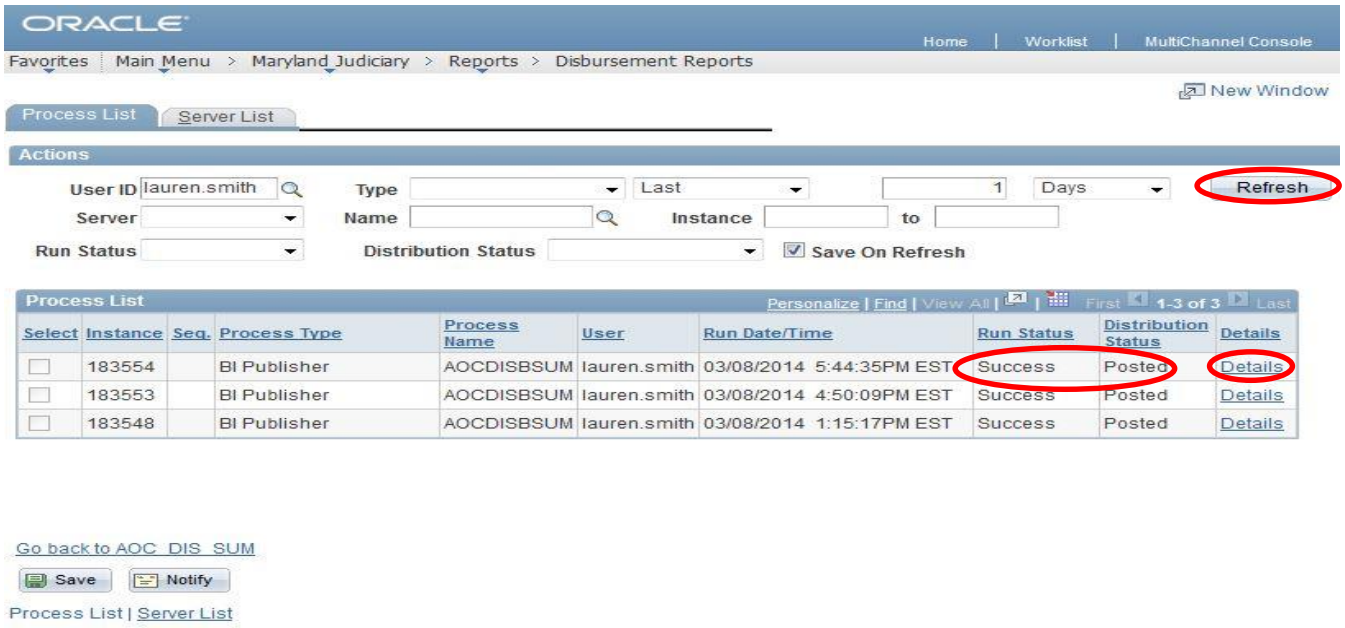
1. The ***AOC_DIS_SUM*** Run Control page will display.
   a. Select a Run Control – Search if needed using the "*Find an Existing Value*" tab. Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The ***Disbursement Reports*** page will display.
   a. **Business Unit:** enter JUD##
   b. **Date From:** and **Date To:** enter the 1st and last day of the month interest is being calculated.
   c. **Disbursement Summary:** select this option.
   d. Enter the total interest amount to be disbursed (e.g. $439.90)
   e. Click the **Save** button.
   f. Click the **Run** button.



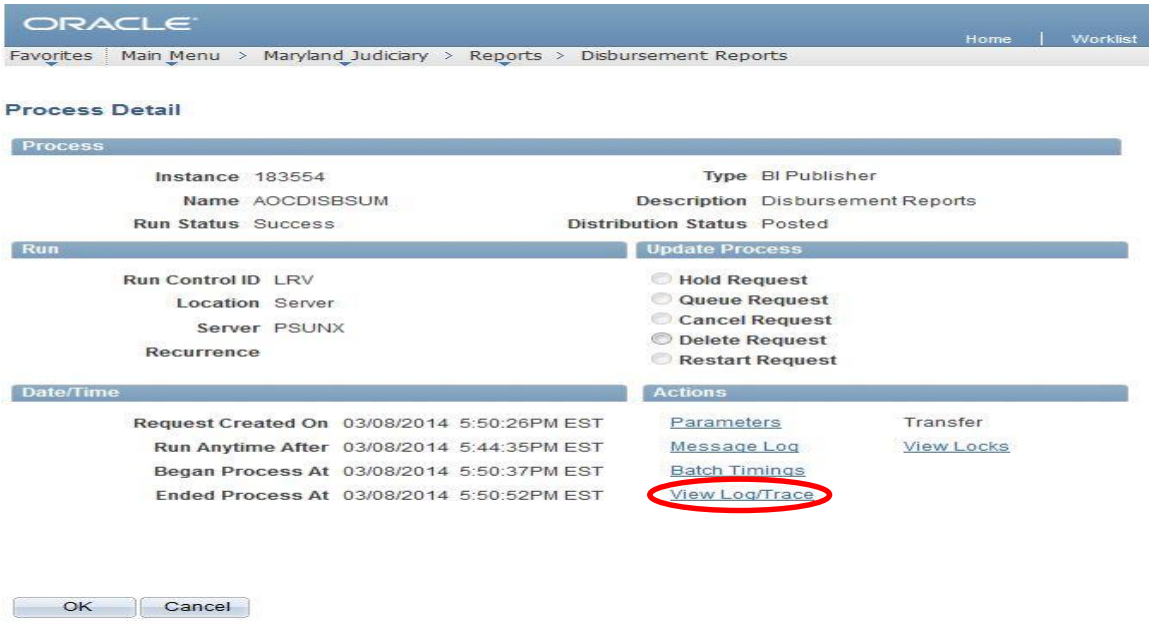
3. The ***Process Scheduler Request*** page will display.
    a. Confirm the **AOCDISBSUM** Process Name is listed and selected in the Process List section.
    b. Click the **OK** button to return to the Disbursement Reports page.



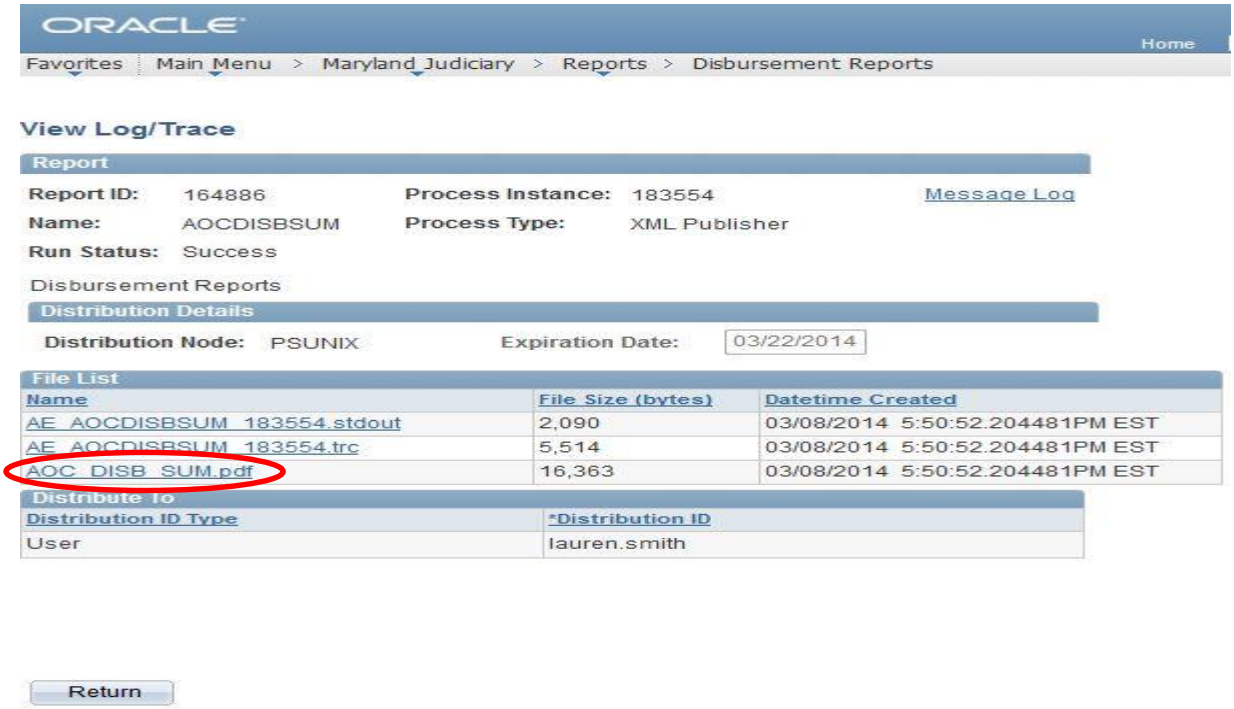
4. The ***Disbursement Reports*** page will display.
    a. A Process Instance number will display indicating that the AOCDISBSUM process has begun.
    b. Select the Process Monitor link to see the run and distribution statuses.
5. The ***Process List*** page will display.
    a. Review the Process List to see the AOCDISBSUM process is running.
    b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
    c. Click the Details Link next to the Distribution Status



6. The ***Process Detail*** page will display.
    a. Click the View Log/Trace link.



7. The ***View Log/Trace*** page will display
    a. Click the AOC_DISB_SUM.pdf link to open and review the Disbursement Summary Report



MARYLAND JUDICIARY

DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By _____

Business Unit: JUD06 - Carroll County Circuit Court

Date From: 02/01/2014 **Date To:** 02/28/2014

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0000946133	2014-02-28	Appearance Fee	06290	9522	$2,276.12	157.580	CARROLL COUNTY LAW LIBRARY	521108527
0000946135	2014-02-28	CR Fine	06290	9522	$4,059.47	281.050	CARROLL COUNTY LAW LIBRARY	521108527
0000946138	2014-02-28	BL - TaneyTown	06270	9511	$18.40	1.270	CITY OF TANEYTOWN	526000809

b. After reviewing the report, notice that all amounts to be disbursed are displayed on the report as a summary invoice amount per charge code/per customer.
    i. In this example:
        1. The Law Library receives money generated from Appearance Fees and CR Fines.
        2. The City of Taneytown receives money generated from Business Licenses.

8. The Disbursement Summary Report with Interest Amounts shows the interest disbursement amount per charge code/per customer. These amounts will be useful when creating the Interest Bills. By running this process, the system generates the amounts for you instead of you having to do it manually. (However, there could be slight rounding differences that would require an adjustment when entering the interest bills.)
    a. Using the information on the report, a single interest bill will need to be created for each unique customer.
    b. For the report shown, two interest bills must be created to disburse the interest.

MARYLAND JUDICIARY

DISBURSEMENT TRANSMITTAL SUMMARY

Prepared By _____

Business Unit: JUD06 - Carroll County Circuit Court

Date From: 02/01/2014 **Date To:** 02/28/2014

INVOICE NUMBER	INVOICE DATE	INV NAME	PRODUCT (PCA)	ACCOUNT (OBJECT)	INVOICE AMOUNT	INT AMT	VENDOR NAME	FED ID
0000946133	2014-02-28	Appearance Fee	06290	9522	$2,276.12	157.580	CARROLL COUNTY LAW LIBRARY	08527
0000946135	2014-02-28	CR Fine	06290	9522	$4,059.47	281.050	CARROLL COUNTY LAW LIBRARY	08527
0000946138	2014-02-28	BL - TaneyTown	06270	9511	$18.40	1.270	CITY OF TANEYTOWN	00809

Interest Amount

Bill #1

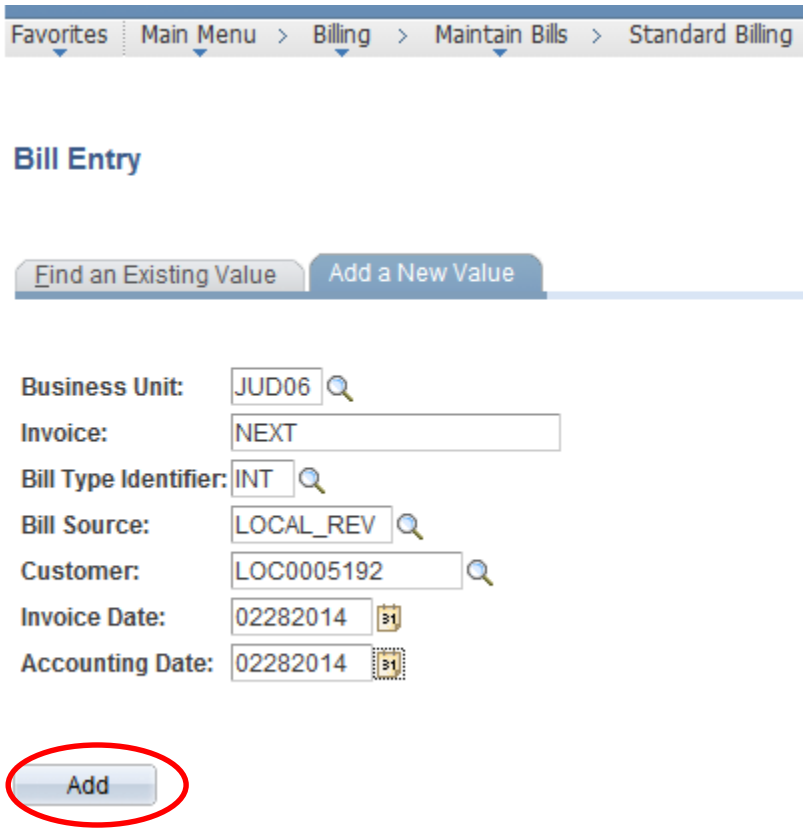
Bill #2

STEP 5.2 – Create a Local Interest Bill

NAVIGATION: *Main Menu > Billing > Maintain Bills > Standard Billing*

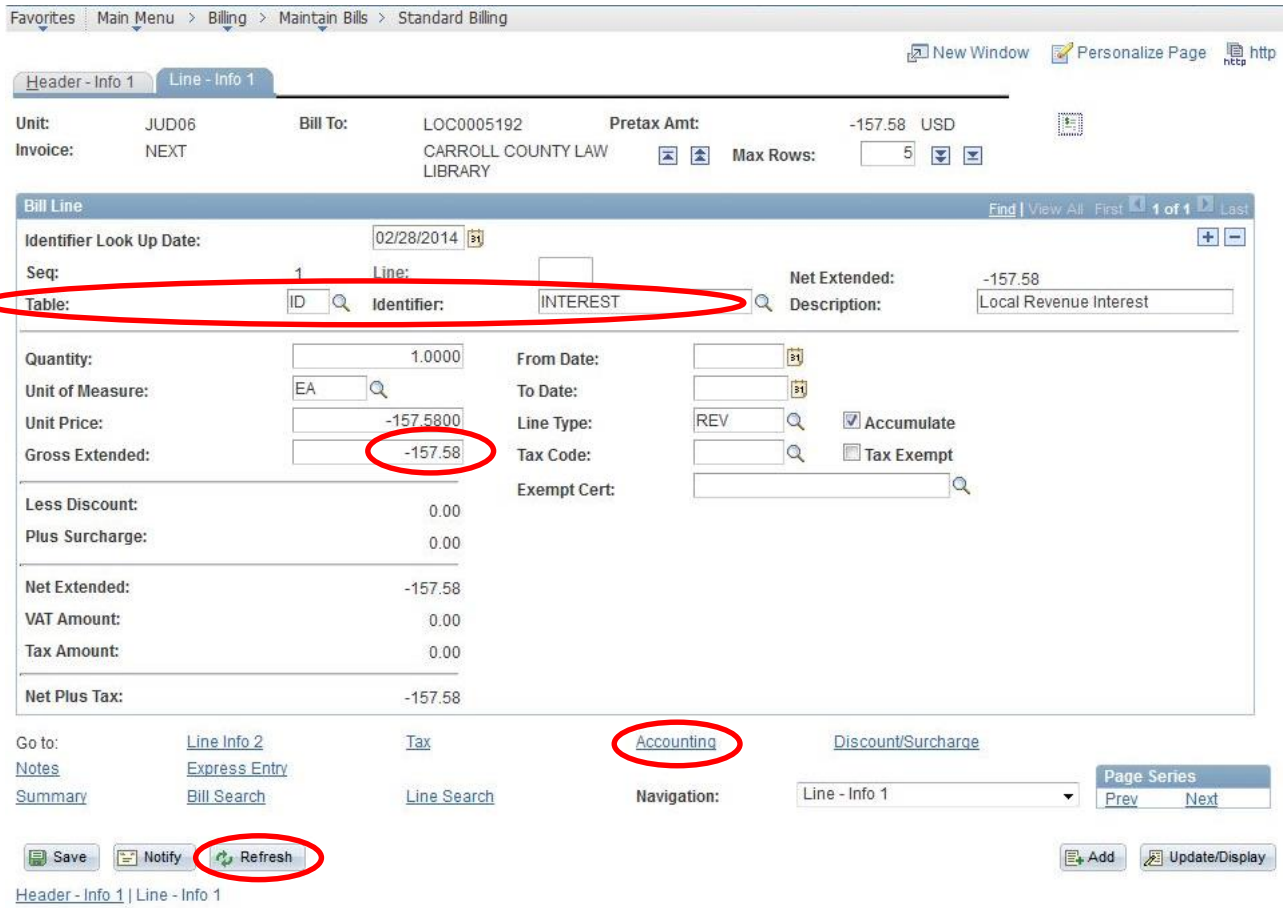
1. The ***Bill Entry*** page will display.

    a. Click the "*Add a New Value*" tab to create a new bill.
    b. **Business Unit:** Enter "JUD##", where ## is your 2-digit county code.
    c. **Bill Type Identifier:** Enter "INT"
    d. **Bill Source:** Enter "LOCAL_REV"
    e. **Customer:** Enter the Local Revenue Customer that will receive the disbursement.
    f. **Invoice Date:** Enter the last day of the previous month (same date as local revenue bills.)
    g. **Accounting Date:** Enter the last day of the previous month (same date as local revenue bills.)
    h. Click the Add button to create the new interest bill.



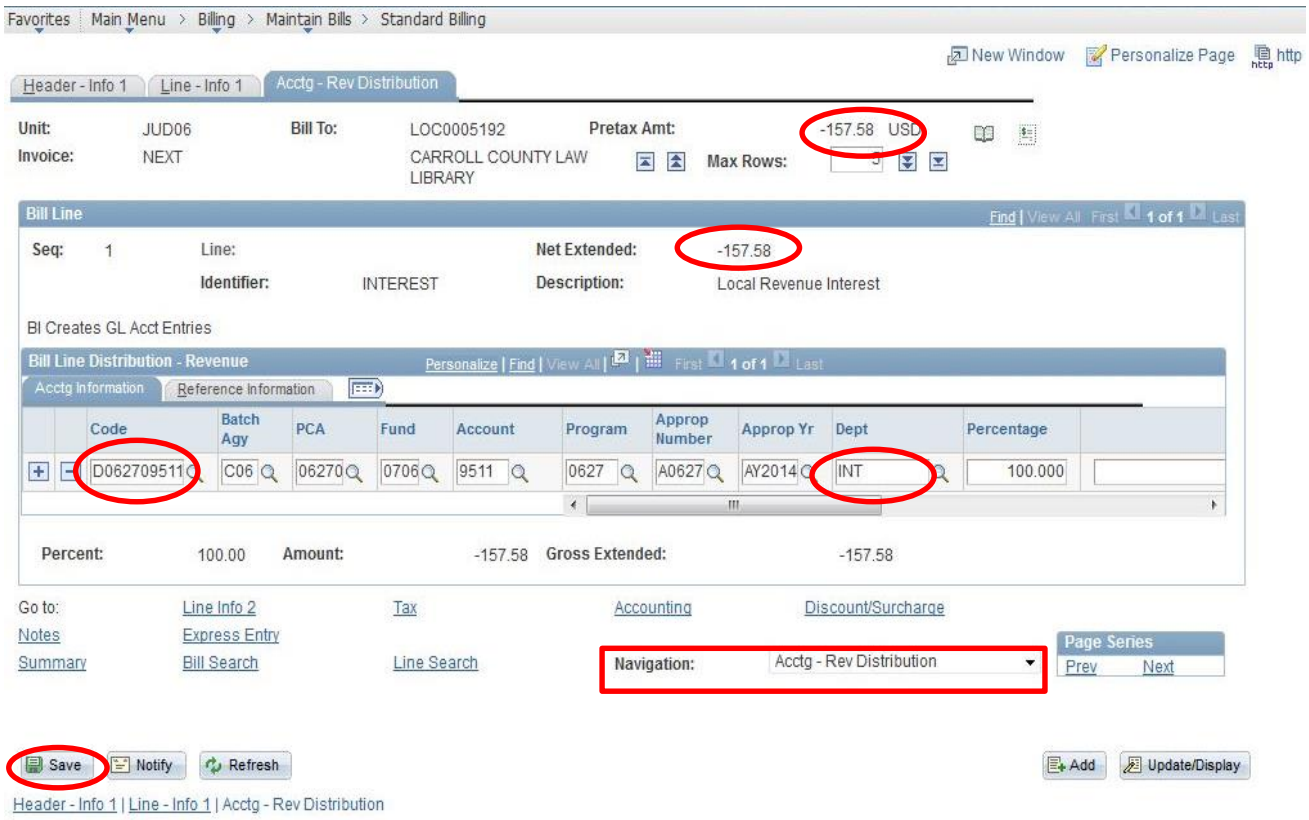
2. The default tab, ***Header - Info 1***, of the bill detail page will display.
    a. Click the *Line – Info 1* tab.

3. The ***Line – Info 1*** page will display.
    a. **Table:** enter "ID"
    b. **Identifier:** enter "INTEREST"
    c. **Gross Extended:** (enter the ***negative*** dollar amount (e.g. -$5.00) to be disbursed to the 1st customer from the Disbursement Transmittal Summary report with interest amounts listed.) If there is a rounding issue and the disbursement amount on the report is different than what was entered at the time the report was run: (e.g.: $1000.00 entered BUT $999.98 disbursed on report)
        i. Add the difference to the Disbursement Party/Agency with the largest portion of the Local Revenue.
        ii. Be sure to add this to the Gross Extended amount on the bill
    d. Click the **Refresh** button.
    e. Click the Accounting link.



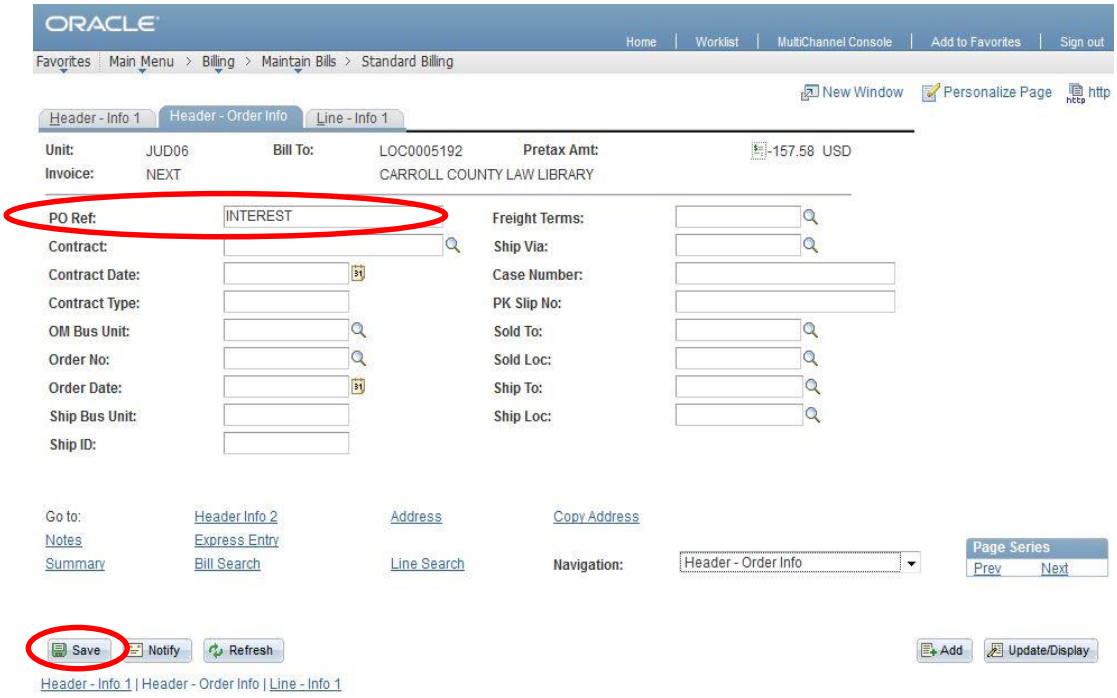
4. The ***Acctg – Rev Distribution*** tab will display.

    a. Verify the **Identifier:** = INTEREST, **Amounts** (Pretax and Net Extended) are correct and the Distribution **Code information** is correct (e.g.: Dxx2709511).
        i. Add "INT" in the "Dept" field. (INT is the Bill Type ID from the Header Info 1 page.)
    b. Click the **Save** button. (Note: An Invoice ID is assigned to your interest bill when saved.)
    c. Select the *Header – Order Info* option from the **Navigation:** drop-down at the bottom right of the page.



5. The ***Header – Order Info*** tab will display.

   a. Enter "INTEREST" in the PO Ref: field. **NOTE**: Must be spelled out as INTEREST.
   b. Click the **Save** button.



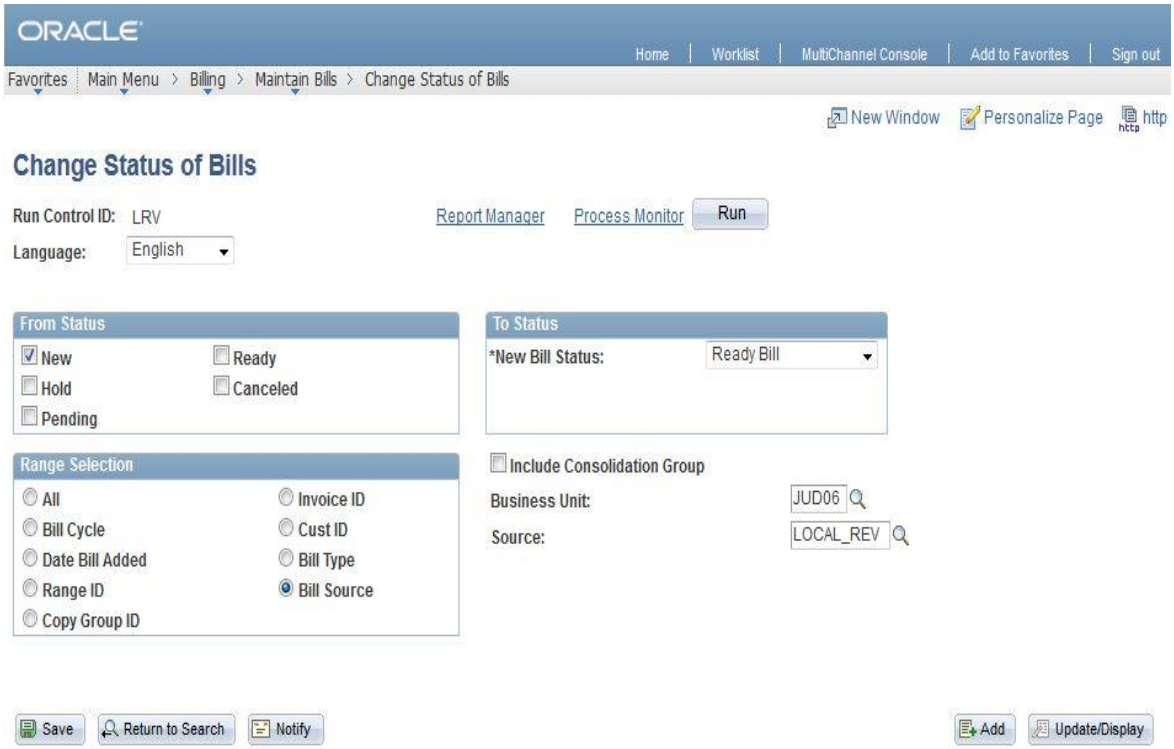
6. Repeat the ***Create a Local Interest Bill Process (STEP 5.2)*** for each disbursement customer that will receive a portion of the interest generated on Local Revenue.

END OF THE "INTEREST FOR CIRCUIT COURT ONLY" PORTION

STEP 6: Update Bill Status – All bills generated from the Billing Interface or created manually are saved with a status of "New". These Bills must be changed from a "New" status to "Ready" to prepare the bill for finalization. The system allows you to run the *Change Status of Bills* process, which changes the bill status to "Ready". The process will also generate an Invoice Status Change Report, which lists all bills where the status changed to "Ready".

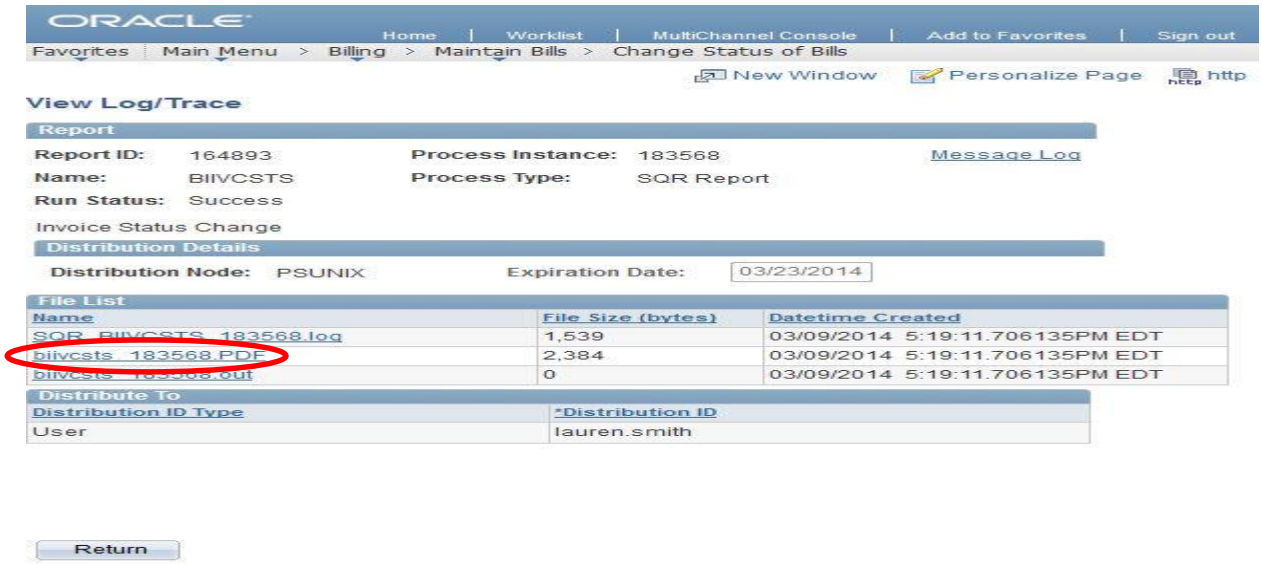
NAVIGATION: *Main Menu > Billing > Maintain Bills > Change Status of Bills*

1. The ***Bill Status Change*** Run Control page will display.
    a. Select a Run Control – Search if needed using the "*Find an Existing Value*" tab. Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The ***Change Status of Bills*** Run Control page will display.
    a. Complete the following run control settings:
        i. **From Status**: select "New".
        ii. **To Status:** select "Ready Bill".
        iii. **Range Selection:** select "Bill Source".
        iv. **Business Unit**: select "JUD##", where ## is your 2-digit county code.
        v. **Source:** enter "LOCAL_REV".
    b. Click the **Save** button.
    c. Click the **Run** button.



3. The ***Process Scheduler Request*** page will display
    a. Confirm the BIIVCSTS Process Name is listed and selected in the Process List section.
    b. Click the **OK** button.

4. The ***Change Status of Bills*** page will display.
    a. A Process Instance number will display to show that processing has begun.
    b. Click the Process Monitor link.
5. The ***Process List*** page will display
    a. Review the process list to see the BIIVCSTS process is running.
    b. Click the **Refresh** button until **Run Status = Success** and **Distribution Status = Posted**.
    c. Click the Details Link next to the Distribution Status.
6. The ***Process Detail*** page will display.
    a. Click the View Log/Trace link to review the logs associated with the results of the process.
7. The ***View Log/Trace*** page will display.
    a. Click the biivcsts PDF file to open the Invoice Status Change Report to review all bills. Notice that all bills have a status of "RDY".



PeopleSoft BI
Report ID: BIIVCSTS INVOICE STATUS CHANGE REPORT Page No. 1
Run Date 03/09/2014
Run Time 17:19:01

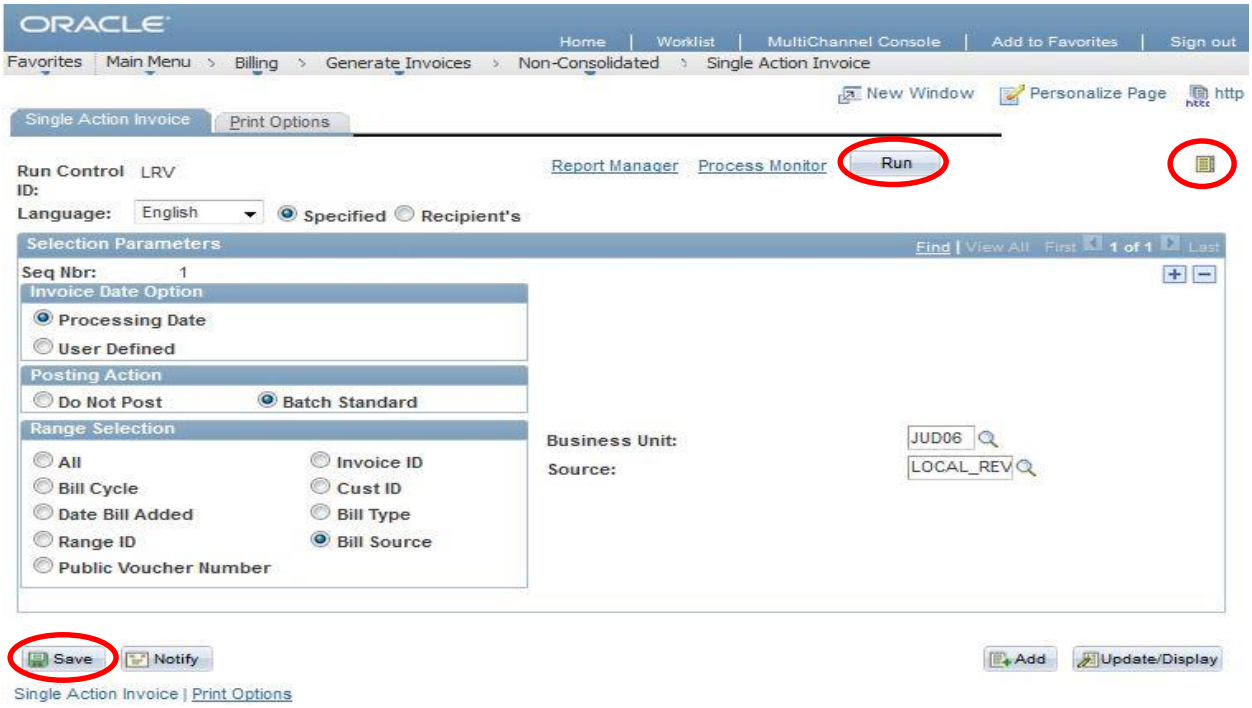
Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD06	0000946130	LRV	CARROLL COUNTY COMMISSIO	LOC0006156				IMMED	B	H	N
RDY		0000946131	LRV	CARROLL COUNTY COMMISSIO	LOC0006156				IMMED	B	H	N
RDY		0000946132	LRV	CITY OF WESTMINSTER	LOC0006087				IMMED	B	H	N
RDY		0000946133	LRV	CARROLL COUNTY LAW LIBRA	LOC0005192				IMMED	B	H	N
RDY		0000946134	LRV	CARROLL COUNTY COMMISSIO	LOC0006156				IMMED	B	H	N
RDY		0000946135	LRV	CARROLL COUNTY LAW LIBRA	LOC0005192				IMMED	B	H	N
RDY		0000946136	LRV	CARROLL COUNTY COMMISSIO	LOC0006156				IMMED	B	H	N
RDY		0000946137	LRV	MD STATE ARCHIVES	LOC0006447				IMMED	B	H	N
RDY		0000946138	LRV	CITY OF TANEYTOWN	LOC0006084				IMMED	B	H	N
RDY		0000946139	LRV	CARROLL COUNTY SHERIFF	LOC0006155				IMMED	B	H	N
RDY		0000946140	LRV	FREDERICK COUNTY SHERIFF	LOC0006208				IMMED	B	H	N
RDY		0000946141	LRV	BALTIMORE COUNTY SHERIFF	LOC0006138				IMMED	B	H	N
RDY		0000946142	LRV	TOWN OF MANCHESTER	LOC0006795				IMMED	B	H	N
RDY		0000946143	LRV	TOWN OF HAMPSTEAD	LOC0006737				IMMED	B	H	N

Range Option: BILL SOURCE
Bill Source Id: LOCAL_REV
Business Unit: JUD06
Total Number of bills updated: 14

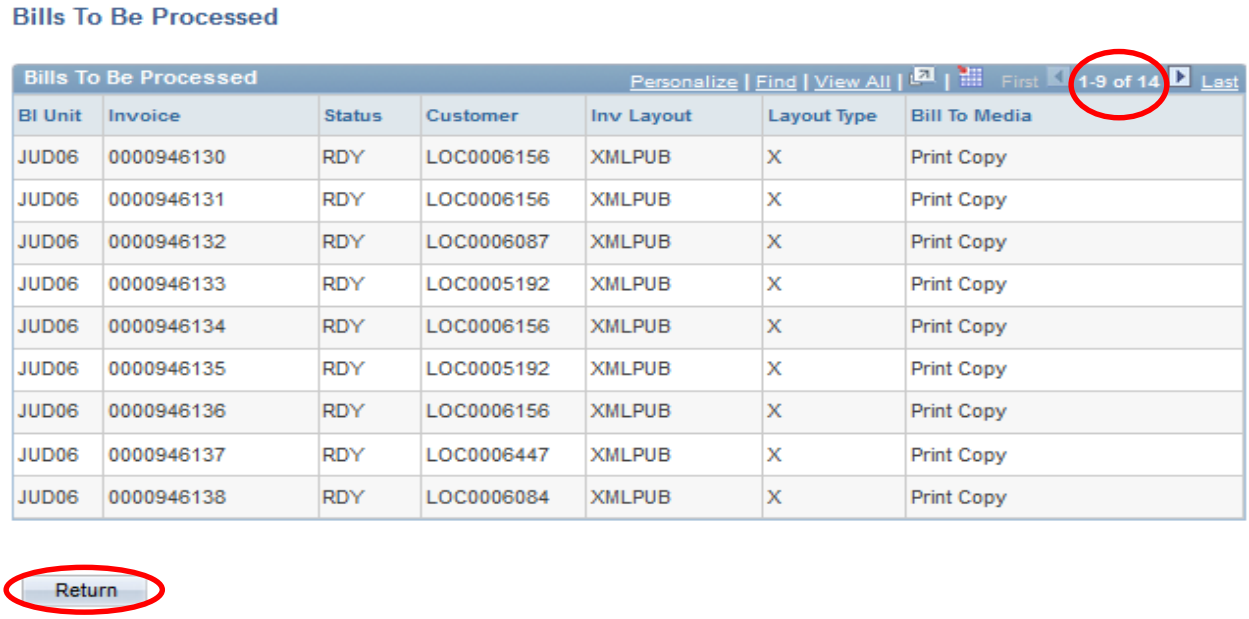
STEP 7: Process Single Action Invoice - Finalize bills by running the Single Action Invoice process. This process only runs when bills have a status of "RDY".

NAVIGATION: *Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice*

1. The ***Single Action Invoice*** page will display.
    a. Select a Run Control - Search if needed using the "*Find an Existing Value*" tab. Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The ***Single Action Invoice*** Run Control page will display.
    a. Complete the following run control settings:
        i. **Invoice Date Option:** select "Processing Date".
        ii. **Posting Action:** select "Batch Standard".
        iii. **Range Selection:** select "Bill Source".
        iv. **Business Unit:** enter "JUD##", where ## is your 2-digit county code.
        v. **Source:** enter "LOCAL_REV".



    b. Click the **Save** button.
    c. Click the small "Bills to be Processed" icon in the upper right of the page to confirm the number of Bills. (Note the # for verification later in the process.)
        i. Click the **Return** button to return to the ***Single Action Invoice*** run control page, and then click the **Run** button.



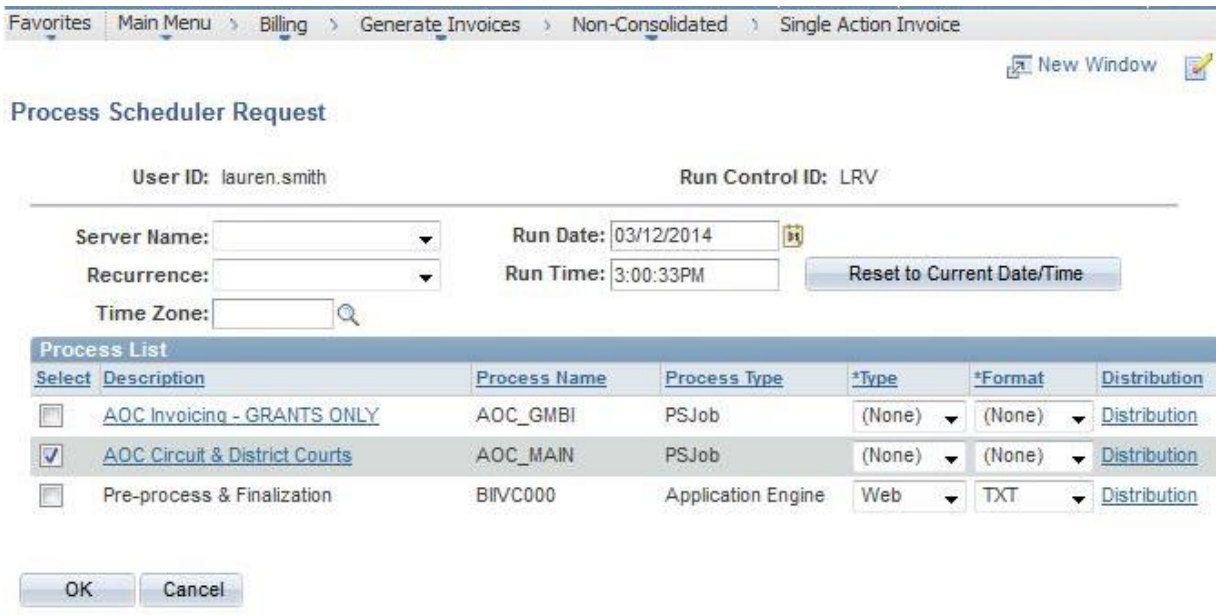
Bills To Be Processed

Bills To Be Processed — Personalize | Find | View All | First 1-9 of 14 Last

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD06	0000946130	RDY	LOC0006156	XMLPUB	X	Print Copy
JUD06	0000946131	RDY	LOC0006156	XMLPUB	X	Print Copy
JUD06	0000946132	RDY	LOC0006087	XMLPUB	X	Print Copy
JUD06	0000946133	RDY	LOC0005192	XMLPUB	X	Print Copy
JUD06	0000946134	RDY	LOC0006156	XMLPUB	X	Print Copy
JUD06	0000946135	RDY	LOC0005192	XMLPUB	X	Print Copy
JUD06	0000946136	RDY	LOC0006156	XMLPUB	X	Print Copy
JUD06	0000946137	RDY	LOC0006447	XMLPUB	X	Print Copy
JUD06	0000946138	RDY	LOC0006084	XMLPUB	X	Print Copy

Return

3. The ***Process Scheduler Request*** page will display.
    a. Select the AOC_MAIN (AOC Circuit & District Courts) Process Name in the Process List section.
    b. Click the **OK** button.



Favorites | Main Menu › Billing › Generate Invoices › Non-Consolidated › Single Action Invoice

New Window

Process Scheduler Request

User ID: lauren.smith Run Control ID: LRV

Server Name: Run Date: 03/12/2014

Recurrence: Run Time: 3:00:33PM Reset to Current Date/Time

Time Zone:

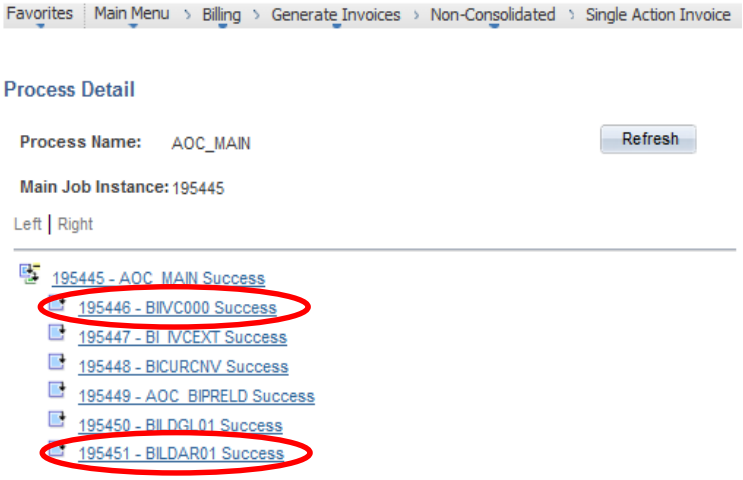
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
☑	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
☐	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

OK Cancel

4. The ***Single Action Invoice*** Run Control page will display.
    a. A Process Instance number will display indicating that the AOC_MAIN process has begun.
    b. Click the Process Monitor link.

5. The ***Process List*** page will display.
    a. Click the AOC_MAIN process name link to see its sub-processes.
    b. Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".



i. Click the **BIIVC000** sub-process.
    1. Click the Message Log link. This number should match the number of bill headers you noted from the Billing Interface process.

    NOTE: *Make sure that "0 bill(s) were found to contain errors(s)."* ***If there are errors, STOP and call the helpdesk.***

ii. Click the **Return** button, then the **OK** button to return to the AOC_MAIN. Click the **BILDAR01** sub-process.
    1. Click the View Log/Trace link and select the PDF file. Review the "Load AR Pending Items" report to confirm total # of invoices and amounts.

PeopleSoft BI
LOAD AR PENDING ITEMS

Report ID: BILDAR01
Page No. 1
Run Date 03/24/2014
Run Time 14:35:01

Range Option: BILL SOURCE
Bill Source Id: LOCAL REV
Business Unit:
Post Action: Post Later

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
162	1	LOC0005025	0000975249		CR	LRVDS	IT-02	-3.45	USD	-3.45	USD	2014-02-28	IMMED
	2	LOC0005243	0000975244		CR	LRVDS	IT-02	-9.20	USD	-9.20	USD	2014-02-28	IMMED
	3	LOC0006024	0000975236		CR	LRVDS	IT-02	-51.75	USD	-51.75	USD	2014-02-28	IMMED
	4	LOC0006193	0000975238		CR	LRVDS	IT-02	-580.00	USD	-580.00	USD	2014-02-28	IMMED
	5	LOC0006193	0000975241		CR	LRVDS	IT-02	-177.25	USD	-177.25	USD	2014-02-28	IMMED
	6	LOC0006193	0000975242		CR	LRVDS	IT-02	-112.10	USD	-112.10	USD	2014-02-28	IMMED
	7	LOC0006193	0000975247		CR	LRVDS	IT-02	-37.50	USD	-37.50	USD	2014-02-28	IMMED
	8	LOC0006194	0000975232		CR	LRVDS	IT-02	-34,090.98	USD	-34,090.98	USD	2014-02-28	IMMED
	9	LOC0006194	0000975233		CR	LRVDS	IT-02	-53,247.51	USD	-53,247.51	USD	2014-02-28	IMMED
	10	LOC0006194	0000975234		CR	LRVDS	IT-02	-15.18	USD	-15.18	USD	2014-02-28	IMMED
	11	LOC0006194	0000975235		CR	LRVDS	IT-02	-17,551.25	USD	-17,551.25	USD	2014-02-28	IMMED
	12	LOC0006194	0000975237		CR	LRVDS	IT-02	-166.25	USD	-166.25	USD	2014-02-28	IMMED
	13	LOC0006194	0000975239		CR	LRVDS	IT-02	-750.00	USD	-750.00	USD	2014-02-28	IMMED
	14	LOC0006194	0000975240		CR	LRVDS	IT-02	-159.52	USD	-159.52	USD	2014-02-28	IMMED
	15	LOC0006194	0000975243		CR	LRVDS	IT-02	-2,438.89	USD	-2,438.89	USD	2014-02-28	IMMED
	16	LOC0006194	0000975245		CR	LRVDS	IT-02	-1,460.63	USD	-1,460.63	USD	2014-02-28	IMMED
	17	LOC0006194	0000975246		CR	LRVDS	IT-02	-70.00	USD	-70.00	USD	2014-02-28	IMMED
	18	LOC0006194	0000975248		CR	LRVDS	IT-02	-33.75	USD	-33.75	USD	2014-02-28	IMMED
	19	LOC0006194	0000975251		IN	LRVDS	IT-01	812.25	USD	812.25	USD	2014-02-28	IMMED
	20	LOC0006447	0000975250		CR	LRVDS	IT-02	-12.50	USD	-12.50	USD	2014-02-28	IMMED

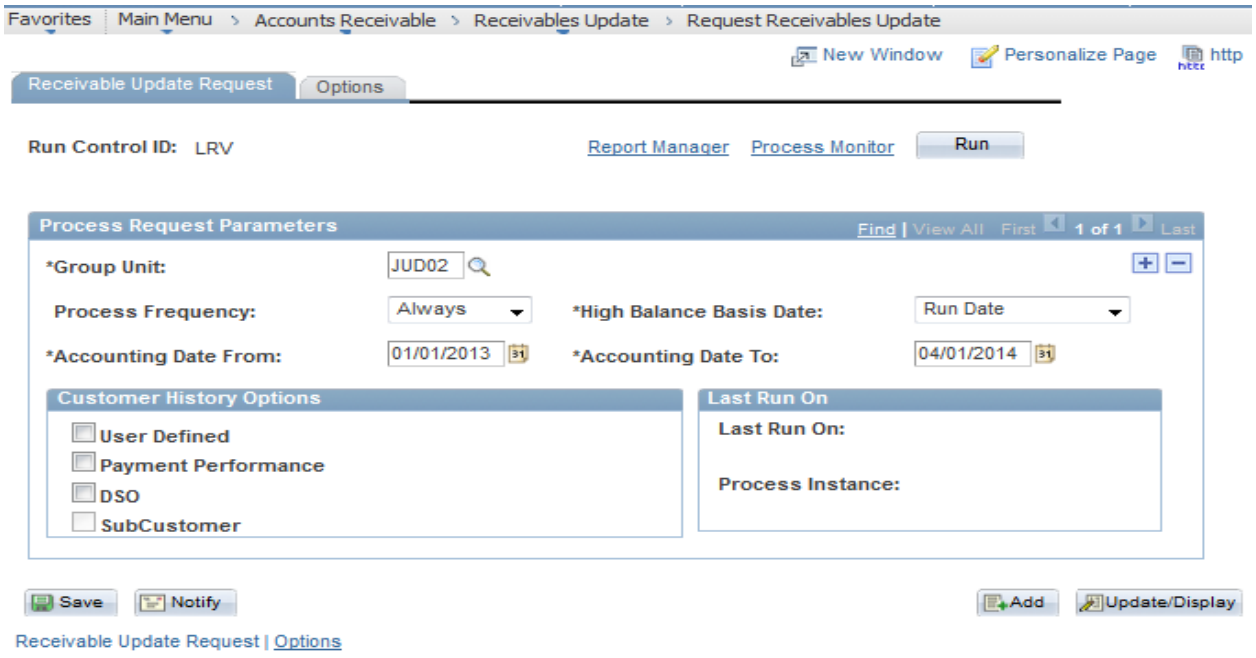
OF INVOICES IN GROUP: 20
OF AR ENTRIES IN GROUP: 20
ACCOUNTS RECEIVABLE AMOUNT: -110,155.46 USD

TOTAL # OF INVOICES PROCESSED: 20
TOTAL # OF AR ENTRIES GENERATED: 20

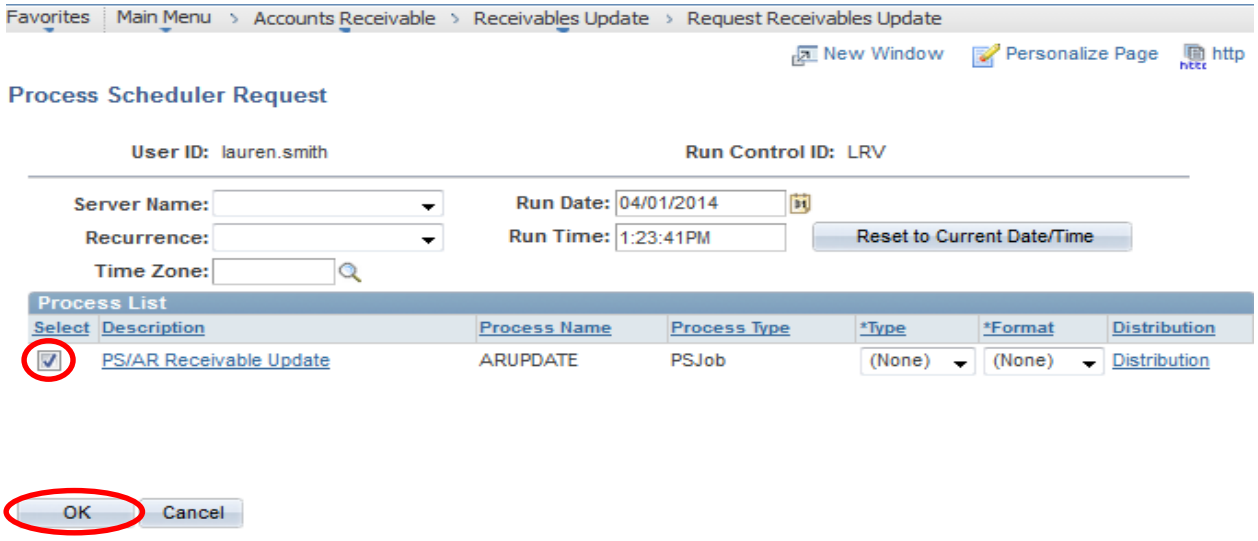
STEP 8: Run the AR_UPDATE Process for Local Revenue – The Request Receivables Update process updates each customer's bills or payments in the AR module.

NAVIGATION: *Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update*

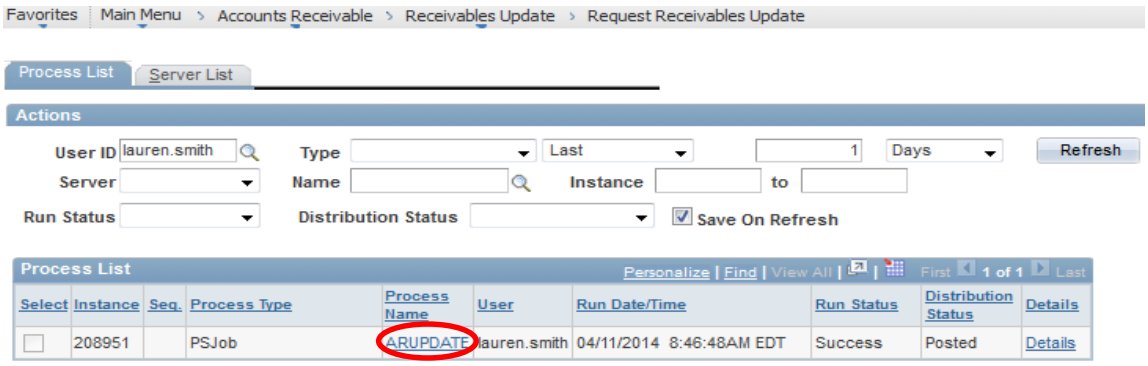
1. The ***Request Receivables Update*** Run Control page will display.
    a. Select a Run Control - Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value"* tab and enter a Run Control ID (e.g.: "LRV" for Local Revenue).
2. The ***Receivable Update Request*** page will display.
    a. Enter the following run control parameters.
        i. **Group Unit:** enter "JUD##", where ## is your 2-digit county code.
        ii. **Process Frequency:** = "Always"
        iii. **Accounting Date From:** enter 01/01/2013.
        iv. **Accounting Date To:** **Enter today's date.**
    b. Click the **Save** button.
    c. Click the **Run** button.



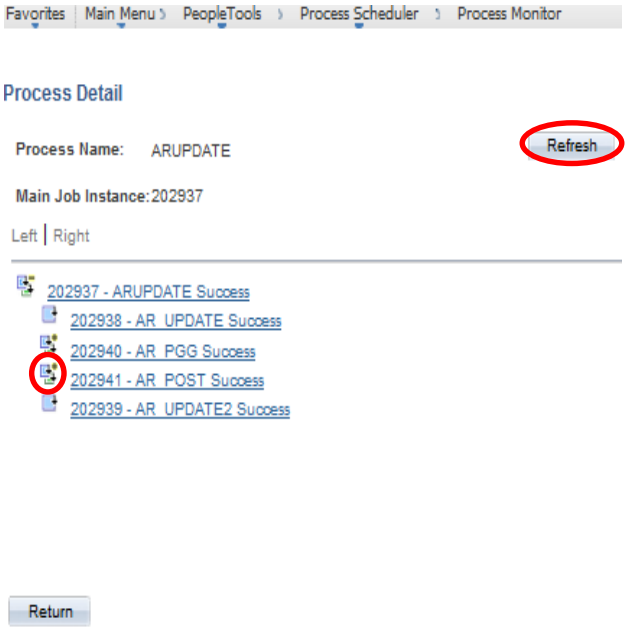
3. The ***Process Scheduler Request*** page will display.
    a. Confirm the ARUPDATE (PS/AR Receivable Update) Process Name is listed and selected in the Process List section.
    b. Click the **OK** button.

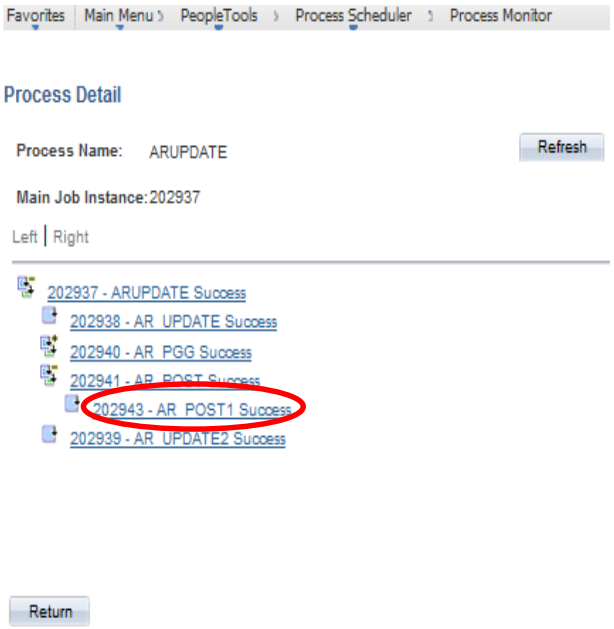


4. The ***Receivable Update Request*** page will display.
    a. A Process Instance number will display indicating that the ARUPDATE process has begun.
    b. Click the Process Monitor link.
5. The ***Process List*** page will display.
    a. Review the *Process List* to see the ARUPDATE process is running.
    b. Click the ARUPDATE process name link to see its sub-processes.

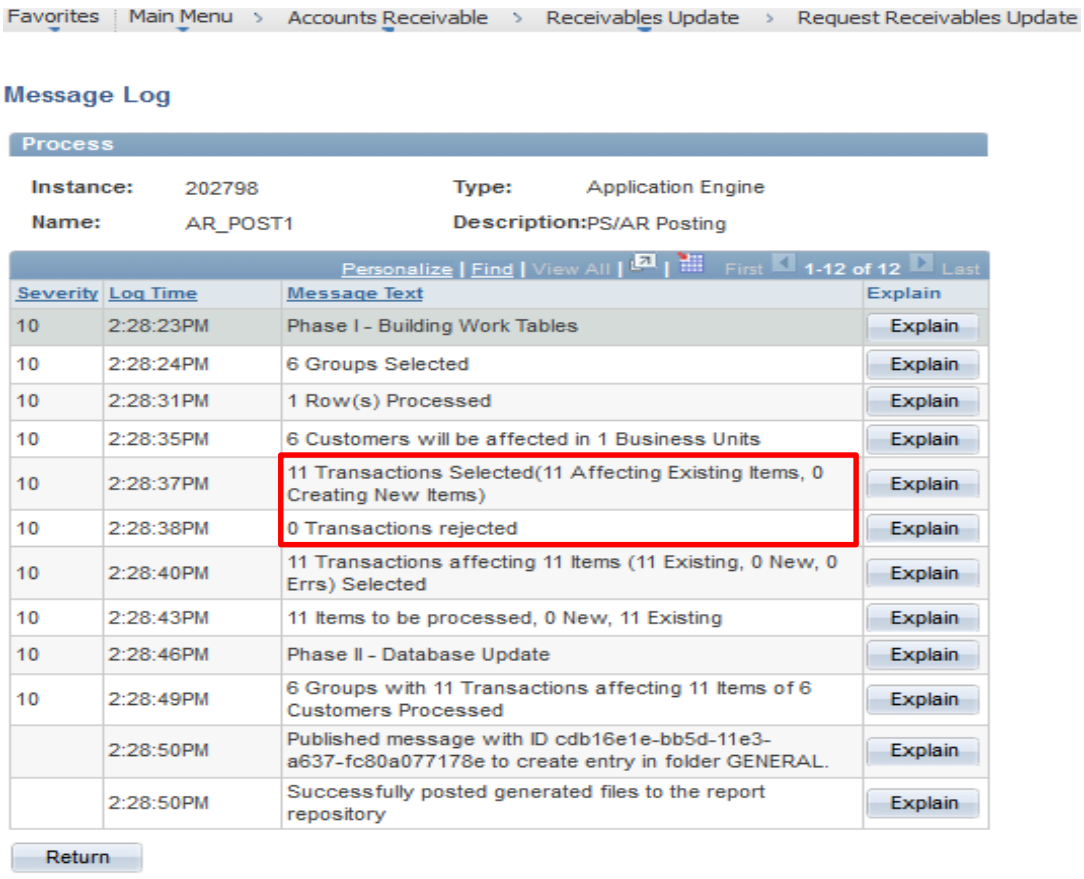


6. The ***Process Detail*** page will display.
    a. Click the **Refresh** button until the status of all sub-processes reads “SUCCESS”.
    b. Click the expand icon for the AR POST sub-process.
    c. Click the AR POST1 link.





d. Click the Message Log link to review the number of updated transactions. Take note of:
   i. The number of Transactions selected. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier. (e.g., 11 Transactions selected to be processed).
   ii. The number of Transactions rejected. If there are rejected transactions, **STOP and call the JIS Help Desk to submit a ticket.**

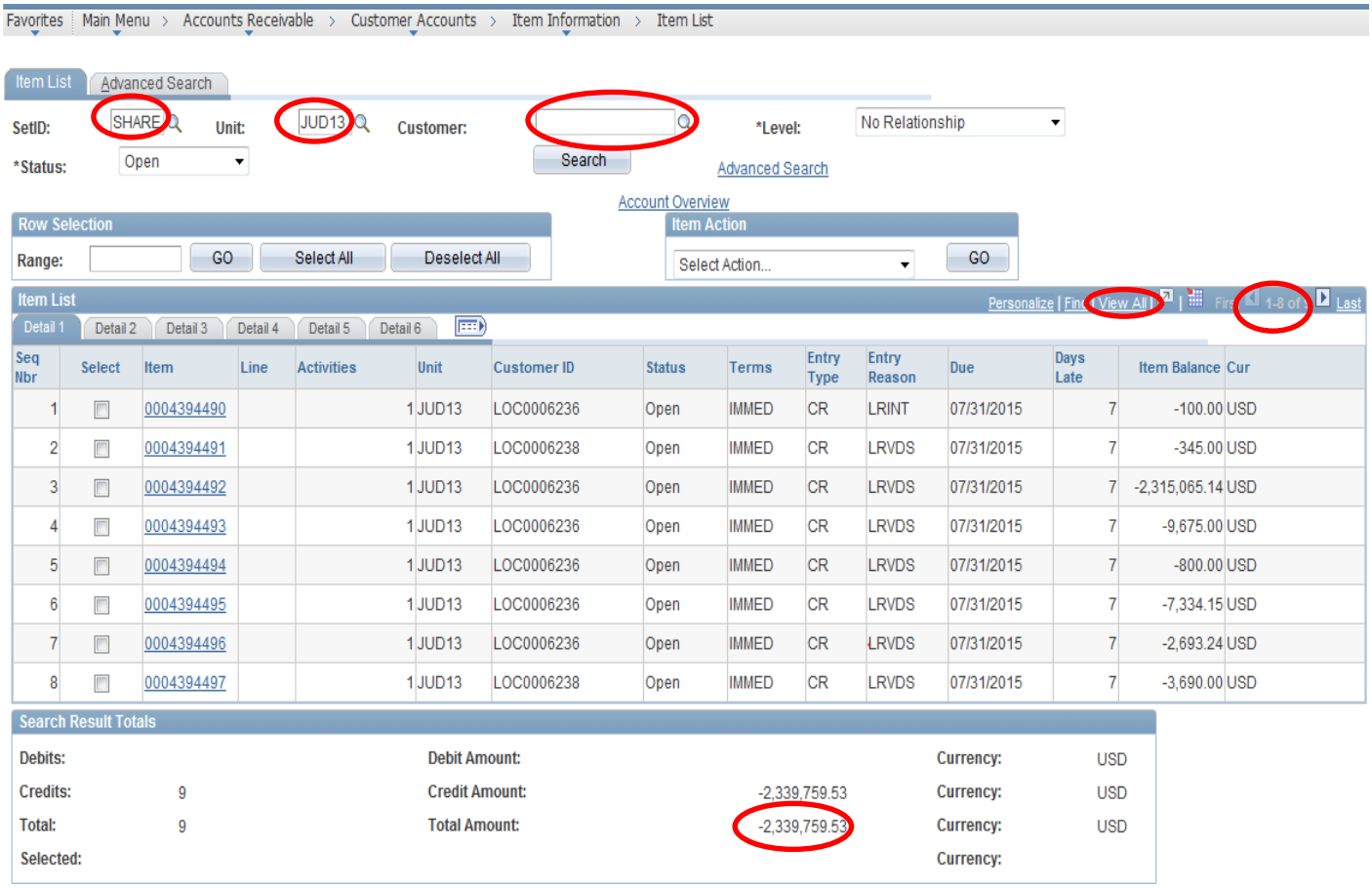


STEP 9: Verify Local Revenue Disbursements - Review individual customer accounts.

***NOTE**: To view all payments, leave the Customer field blank.*

***NAVIGATION:** Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List*

1. The ***Item List*** page will display.
    a. **SetID:** leave set to the default of "SHARE".
    b. **Unit:** enter "JUD##", where ## is your 2-digit county code.
    c. **Customer:** leave blank to view all open items for all customers.
    d. Click the **Search** button.
    e. Review the results in the *Item List* section to ensure the Total Amount is correct, and the number of bill in the Item List (blue line) is correct, and that the **Entry Reason** reads "LRVDS or LRINT", as these are the items to be processed.



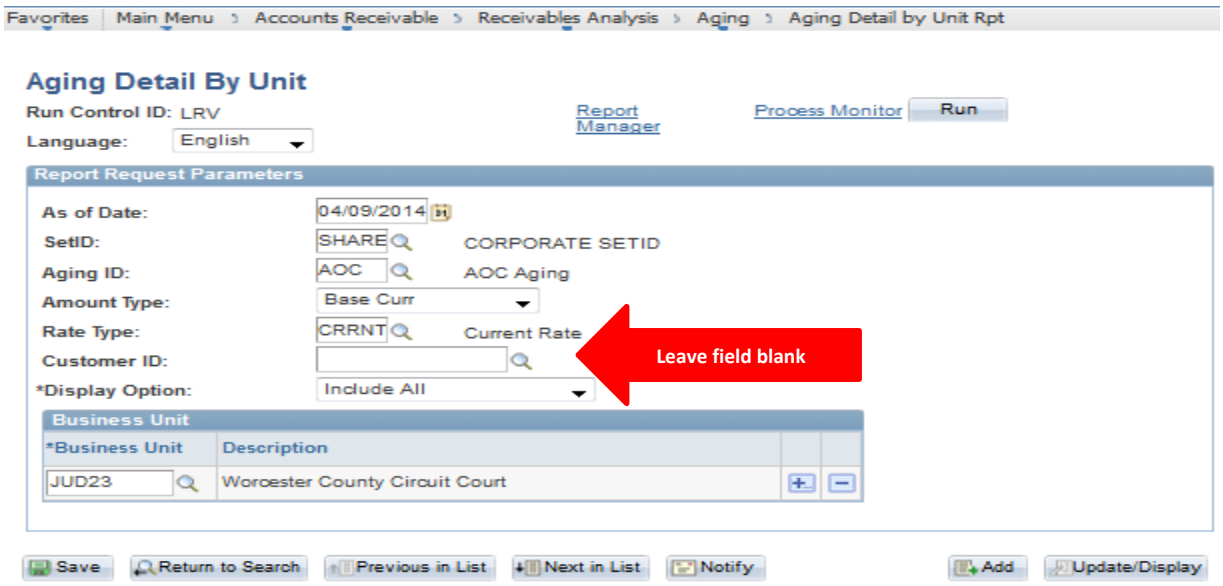
Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1		0004394490		1	JUD13	LOC0006236	Open	IMMED	CR	LRINT	07/31/2015	7	-100.00	USD
2		0004394491		1	JUD13	LOC0006238	Open	IMMED	CR	LRVDS	07/31/2015	7	-345.00	USD
3		0004394492		1	JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-2,315,065.14	USD
4		0004394493		1	JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-9,675.00	USD
5		0004394494		1	JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-800.00	USD
6		0004394495		1	JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-7,334.15	USD
7		0004394496		1	JUD13	LOC0006236	Open	IMMED	CR	LRVDS	07/31/2015	7	-2,693.24	USD
8		0004394497		1	JUD13	LOC0006238	Open	IMMED	CR	LRVDS	07/31/2015	7	-3,690.00	USD

STEP 10: Run the AR Aging Report – Run the *Detail by Unit* Aging report. By using the Detail Aging report, you will see each credit invoice (ordered by LOC customer ID) on the report that corresponds to each Item ID on the Maintenance Refund Worksheet page. This will help to indicate the number of open items to select, and match the total at the bottom of the page to the aging report for that customer.

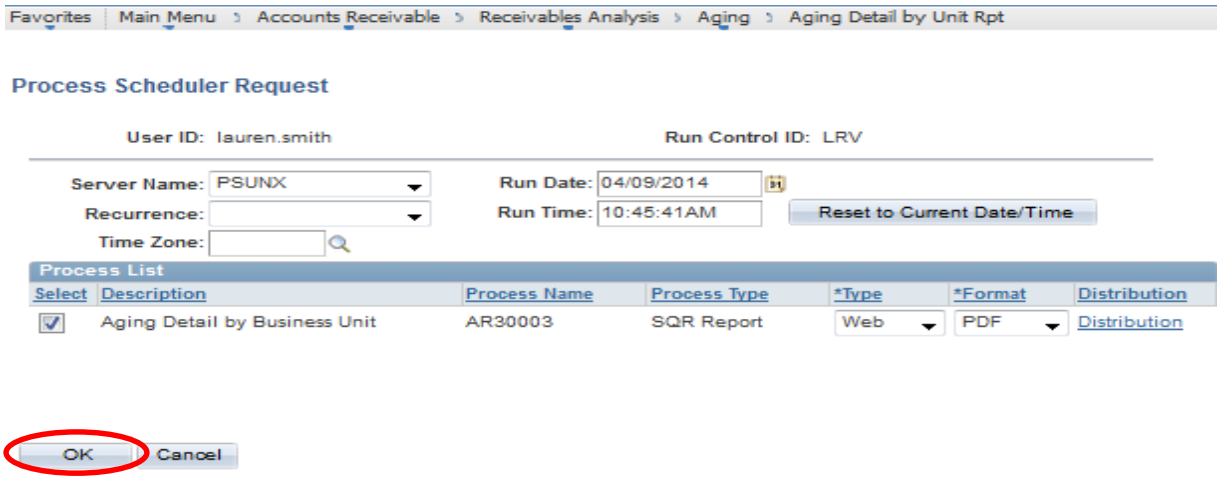
Example: **If Customer ID LOC0006599 has 8 open invoices for March on the Aging Report, that same Customer should have 8 open items on the refund worksheet.**

NAVIGATION: *Accounts Receivables > Receivables Analysis > Aging > Aging Detail by Unit Rpt*

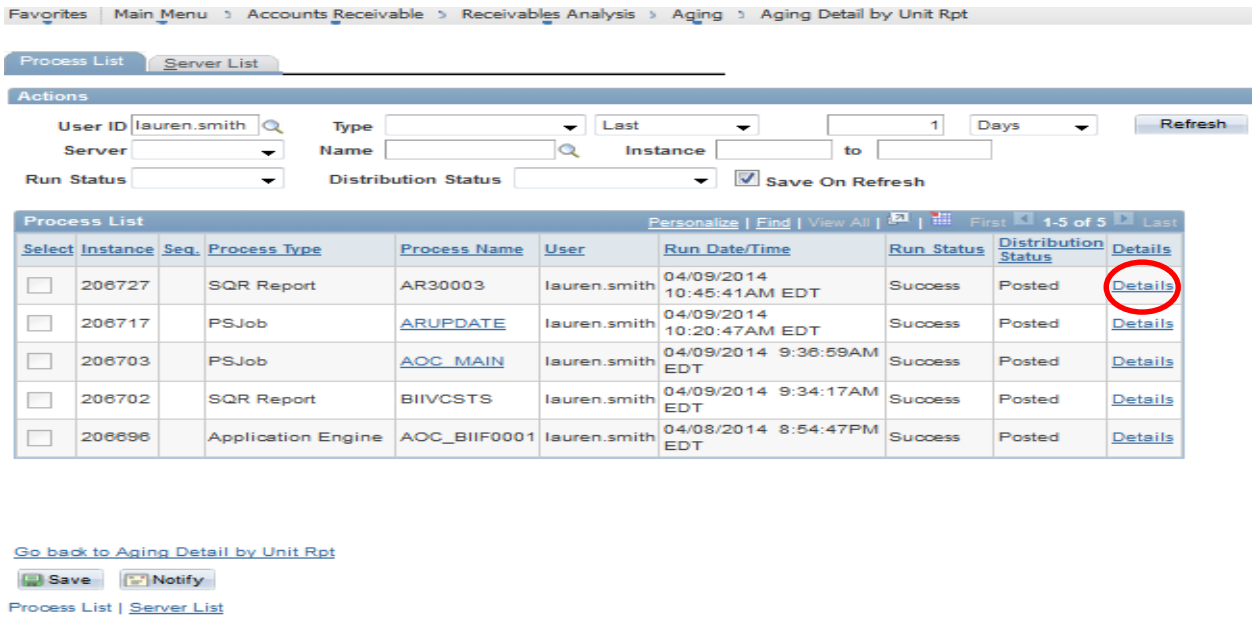
1. The ***Aging Detail by Unit*** Run Control page will display.
    a. Select a Run Control - Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value*" tab and enter a Run Control ID (e.g.: "LRV" for Local Revenue).
2. The ***Aging Detail by Unit*** page will display.
    a. Enter the following run control parameters.
        i. **As of Date:** = **Enter today's date.**
        ii. **SetID:** will default to "SHARE".
        iii. **Aging ID:** enter "AOC".
        iv. **Amount Type:** will default to "Base Curr".
        v. **Rate Type:** "CRRNT".
        vi. **Customer ID:** Leave this field BLANK.
        vii. **Display Option:** will default to "Include All".
    b. In the Business Unit section:
        i. **Business Unit:** enter "JUD##", where ## is your 2-digit county code.
    c. Click the **Save** button.
    d. Click the **Run** button.



3. The ***Process Scheduler Request*** page will display.
    a. Confirm the Process Name AR30003 (Aging Detail by Business Unit) is listed and selected in the Process List section.
    b. Click the **OK** button.



4. The ***Aging Detail by Unit*** page will display.
    a. A Process Instance number will display indicating that the process has begun.
    b. Click the Process Monitor link.
5. The ***Process List*** page will display.
    a. Review the *Process List* to see the AR30003 process is running.
    b. Click the **Refresh** button until the **Run Status** = "Success" and the **Distribution Status** = "Posted".
    c. Click the Details link.



6. The ***Process Detail*** page will display.
    a. Click the View Log/Trace link.
    b. Click the PDF link to open the "Aging Detail by Business Unit" report listed by Customer.

    NOTE: *This report will list each item or credit bill per customer. You will use this report when creating the refund worksheets to ensure you are selecting all items on this report in your worksheet.*

PeopleSoft Receivables

Report ID: AR30003 — AGING DETAIL BY BUSINESS UNIT — Page No. 1
Aging Id: SHARE/AOC — as of 09-APR-2014 — Run Date 04/09/2014
Currency Base Currency — Run Time 10:47:39
Rate Type: CRRNT

Item	Line	As Of	Ent Typ/Rsn	Terms	Document	Cur	Amount	Future	Current	31-60	61-9999		
JUD23	LOC0006017	MAYOR & COUNCIL OF BERLIN	BERLIN	MD									
0001116112	0	03/31/2014	CR LRVDS	IMMED		USD	-17.25		-17.25				
	Total	MAYOR & COUNCIL OF BERLIN					-17.25		-17.25				
JUD23	LOC0006069	MAYOR & CITY COUNCIL OF OCEAN	OCEAN CITY	MD									
0001116119	0	03/31/2014	CR LRVDS	IMMED		USD	-1,085.88		-1,085.88				
	Total	MAYOR & CITY COUNCIL OF OCEAN CITY					-1,085.88		-1,085.88				
JUD23	LOC0006070	MAYOR & CITY COUNCIL OF POCOMO	POCOMOKE	MD									
0001116115	0	03/31/2014	CR LRVDS	IMMED		USD	-546.29		-546.29				
	Total	MAYOR & CITY COUNCIL OF POCOMOKE					-546.29		-546.29				

STEP 11: Create a Refund Worksheet - The worksheet will be used to mark the open items (invoices) as refunds so they can be processed by the Request Refund Item process which loads the items into Accounts Payable for disbursement.

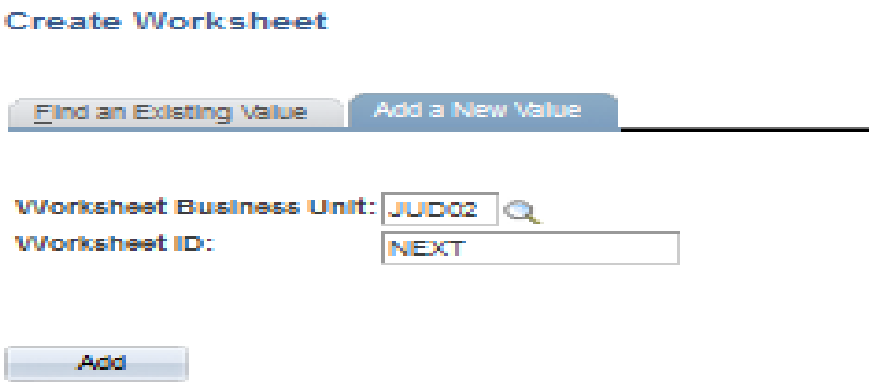
NAVIGATION: *Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet*

NOTE: *Click Search to see if there are already existing worksheets before creating a new worksheet. If a worksheet exists, be sure it is completed and do not create another one for this same Customer ID.*

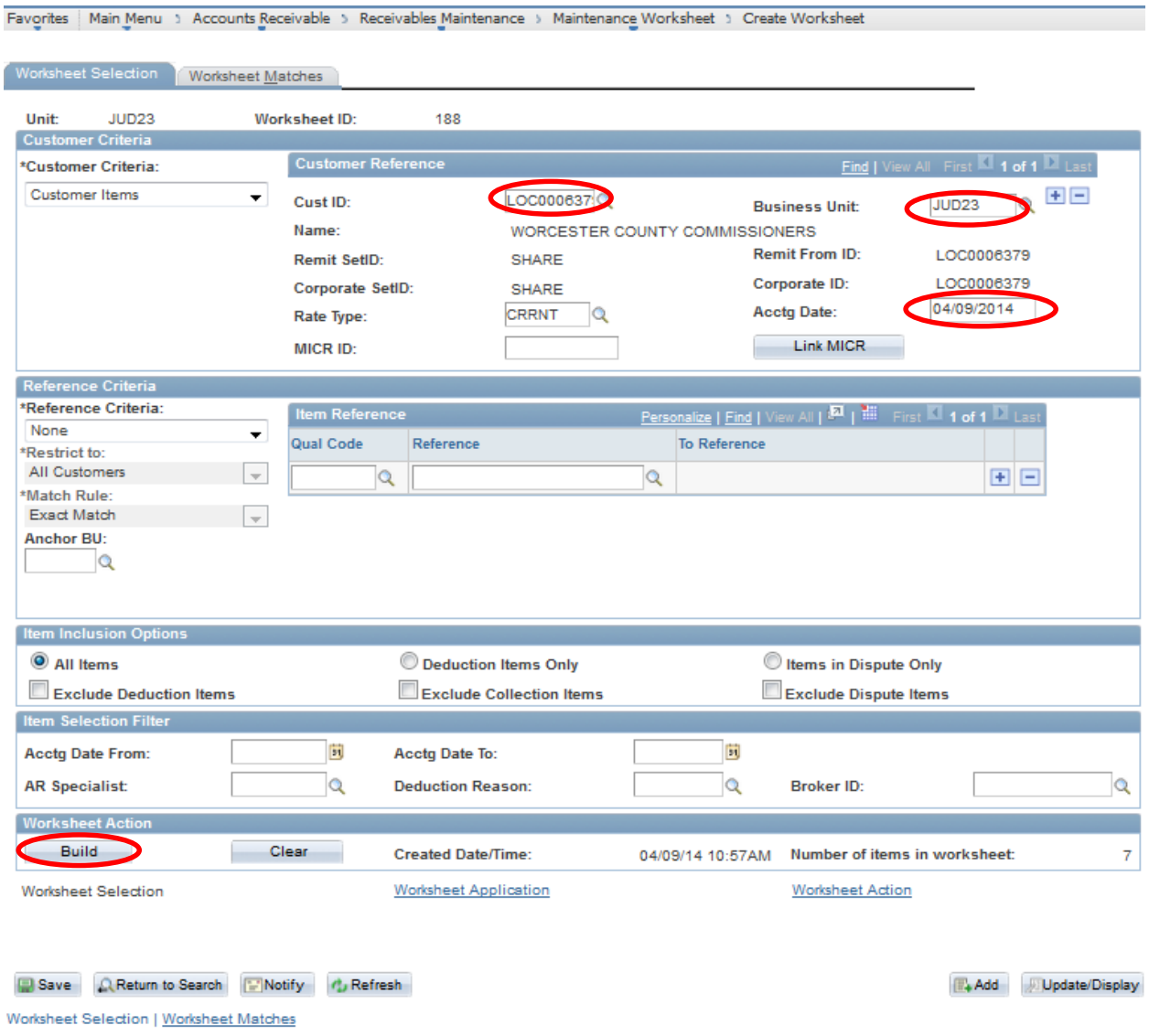
TO CREATE A NEW WORKSHEET

NAVIGATION: *Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet*

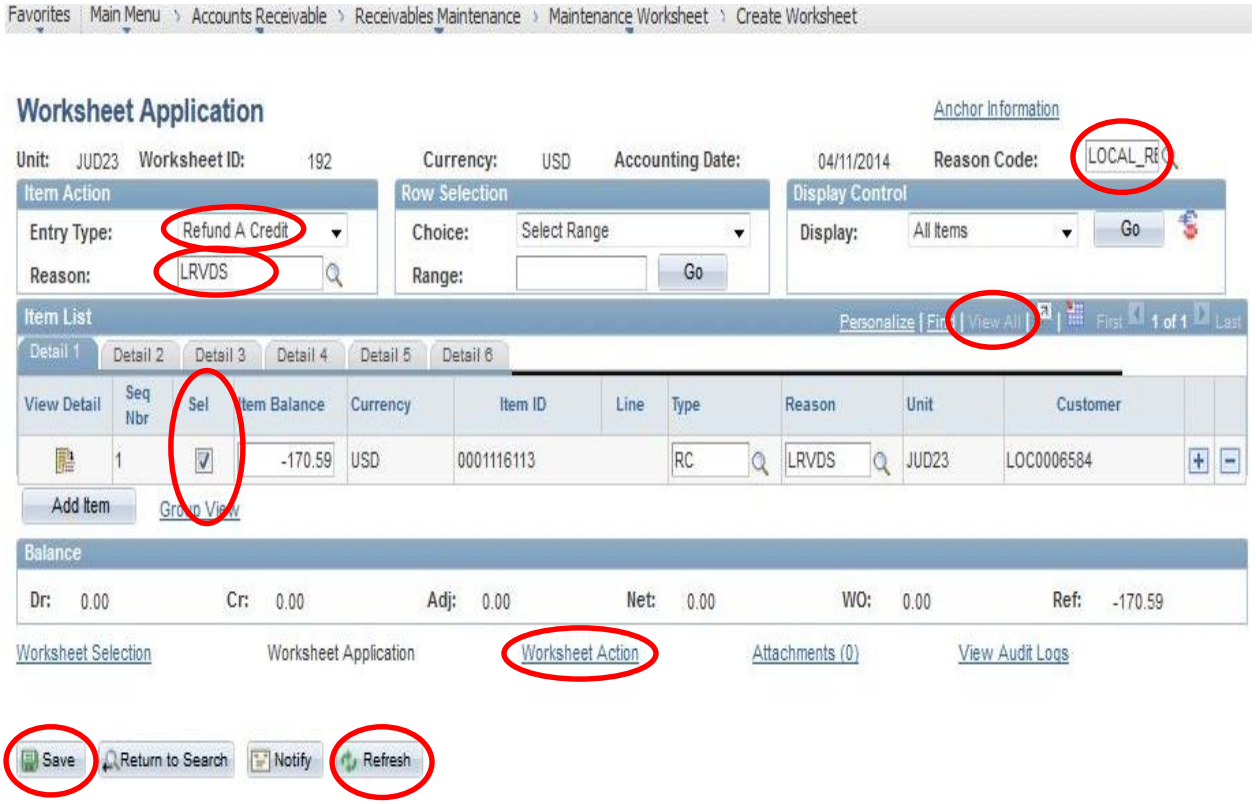
1. Click the *Add a New Value* tab to create a new worksheet.
   NOTE: *A Refund Worksheet must be created for each customer to receive a disbursement.*
   a. **Worksheet Business Unit:** enter "JUD##".
   b. Click the **Add** button.



2. The ***Worksheet Selection*** page will display.
    a. **CustID:** enter the customer number from the Aging Report (LOC000xxxxx).
    b. Hit the "TAB" key on your keyboard to auto-fill the remaining information.
    c. Be sure the **Business Unit** field has your JUDxx filled in. If not, insert it.
    d. Be sure that the **Acctg Date:** defaults to today's date.
    e. Click the **Build** button.

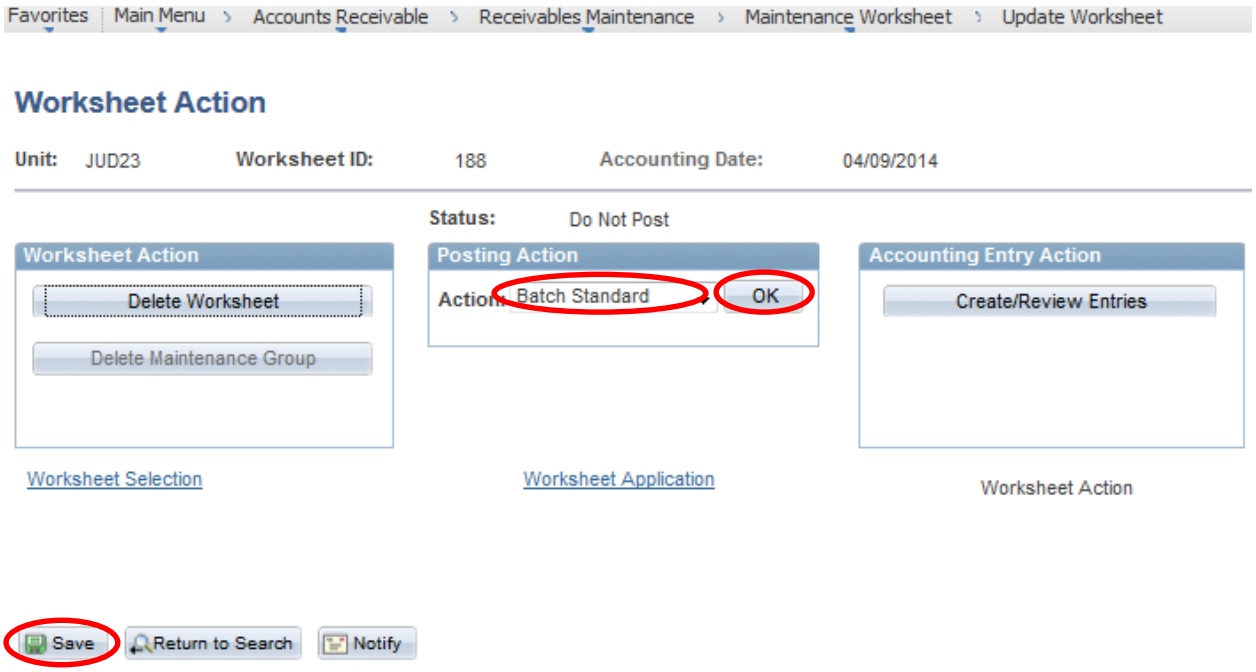


3. The ***Worksheet Application*** page will display. Perform the following steps ***in the order they are listed***:
    a. **Reason Code:** enter "LOCAL_REV" in the upper right corner of the page.
    b. In the *Item Action* section:
        i. **Entry Type:** select "Refund A Credit".
        ii. **Reason:** select "LRVDS" or select from the look-up list by using the magnifying glass.
    c. In the *Item List* section, click the View All link if necessary to see all entries for disbursement.
        i. Select the checkbox to the left of **ALL** of the entries to be disbursed, including interest.
    d. Click the **Refresh** button to auto-fill the *Type* and *Reason* fields for each line selected.
    e. Click the **Save** button.
    f. Click the Worksheet Action link at the bottom of the page.



4. The ***Worksheet Action*** page will display.
    a. In the *Posting Action* section, select the *Batch Standard* option.
    b. Click the **OK** button.
    c. Click the **Save** button.

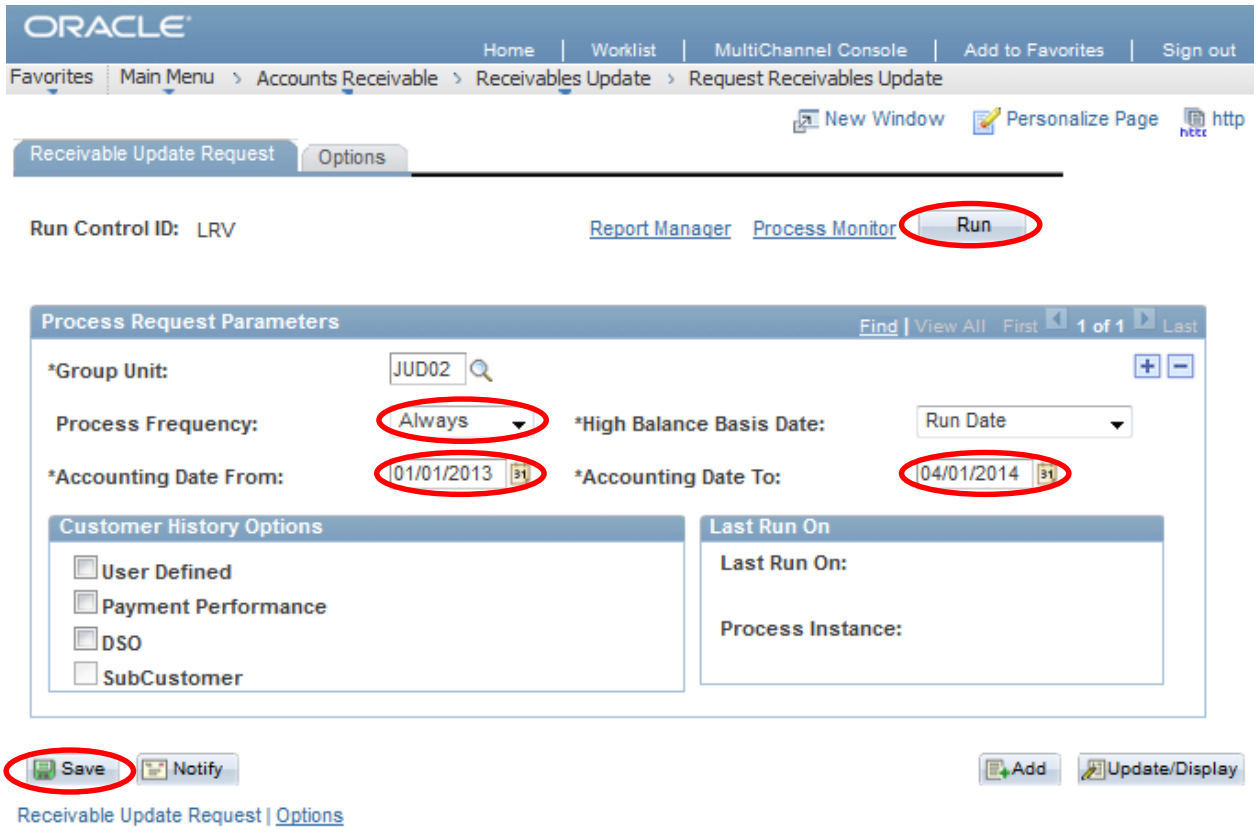
Note: Repeat STEP 11 as needed for each customer receiving a disbursement.



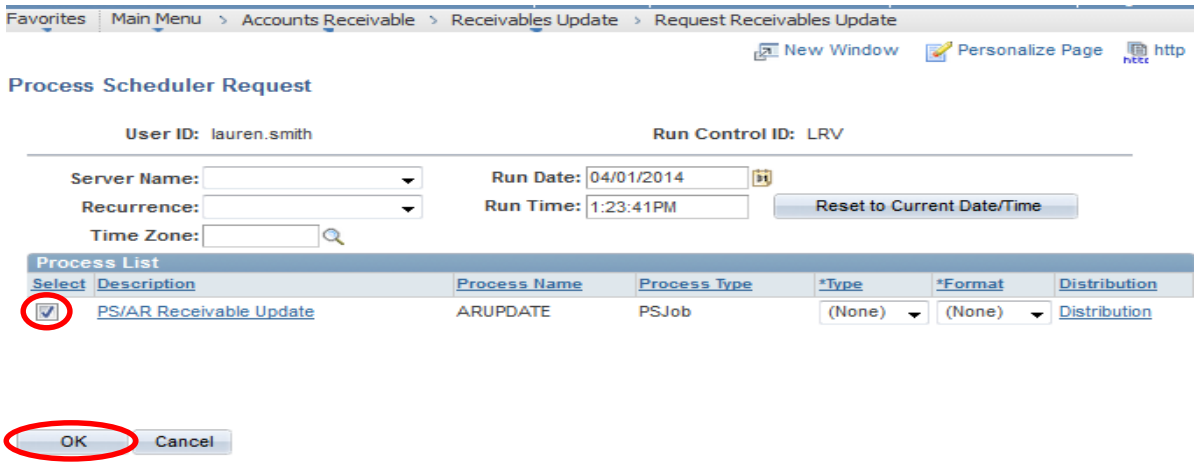
STEP 12: Re-Run the AR_UPDATE Process for Local Revenue

NAVIGATION: *Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update*

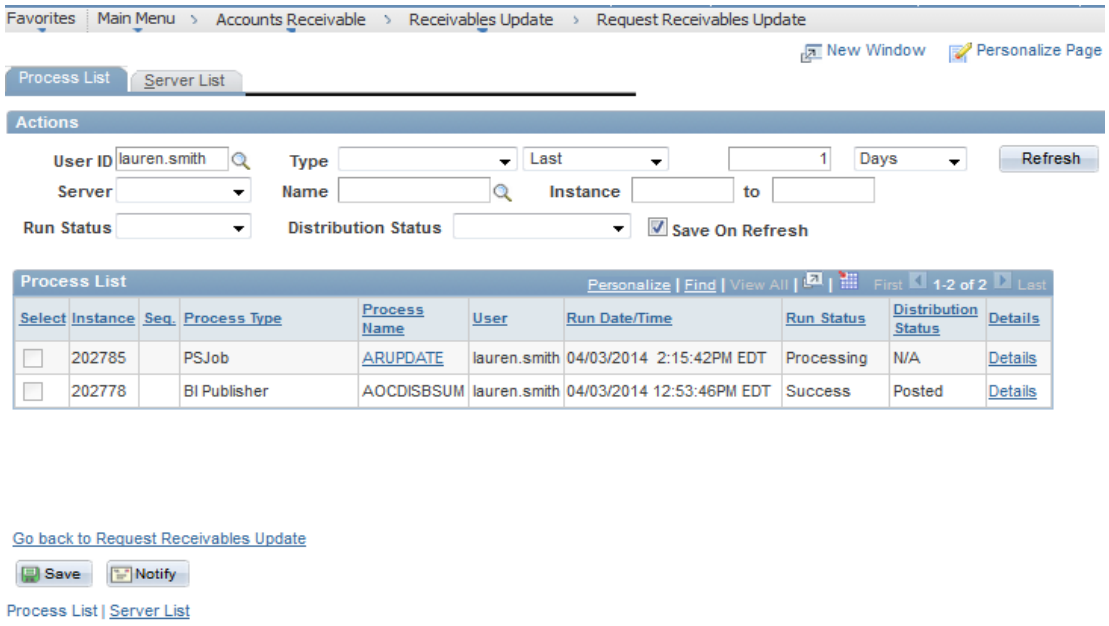
1. The ***Request Receivables Update*** Run Control page will display.
    a. Select a Run Control - Search if needed using the "*Find an Existing Value*" tab or create a new one by selecting the "*Add a New Value"* tab and enter a Run Control ID (e.g.: "LRV" for Local Revenue).
2. The ***Receivable Update Request*** page will display.
    a. Enter the following run control parameters.
        i. **Process Frequency:** = "Always"
        ii. **Accounting Date From:** 01/01/2013.
        iii. **Accounting Date To:** **Enter today's date.**
    b. Click the **Save** button.
    c. Click the **Run** button.



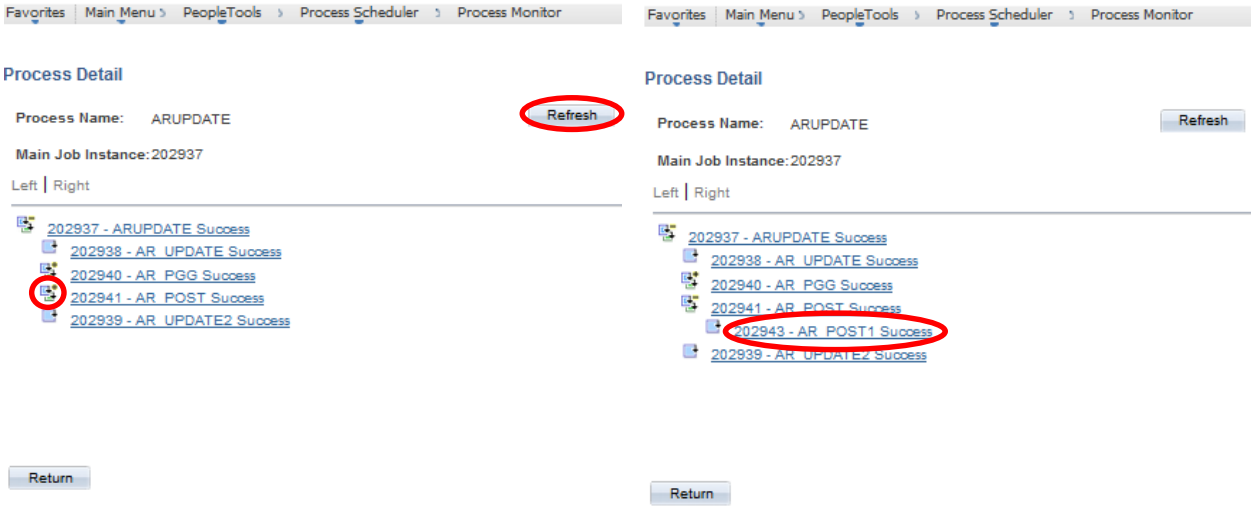
3. The ***Process Scheduler Request*** page will display.
    a. Confirm the ARUPDATE (PS/AR Receivable Update) Process Name is listed and selected in the Process List section.
    b. Click the **OK** button.



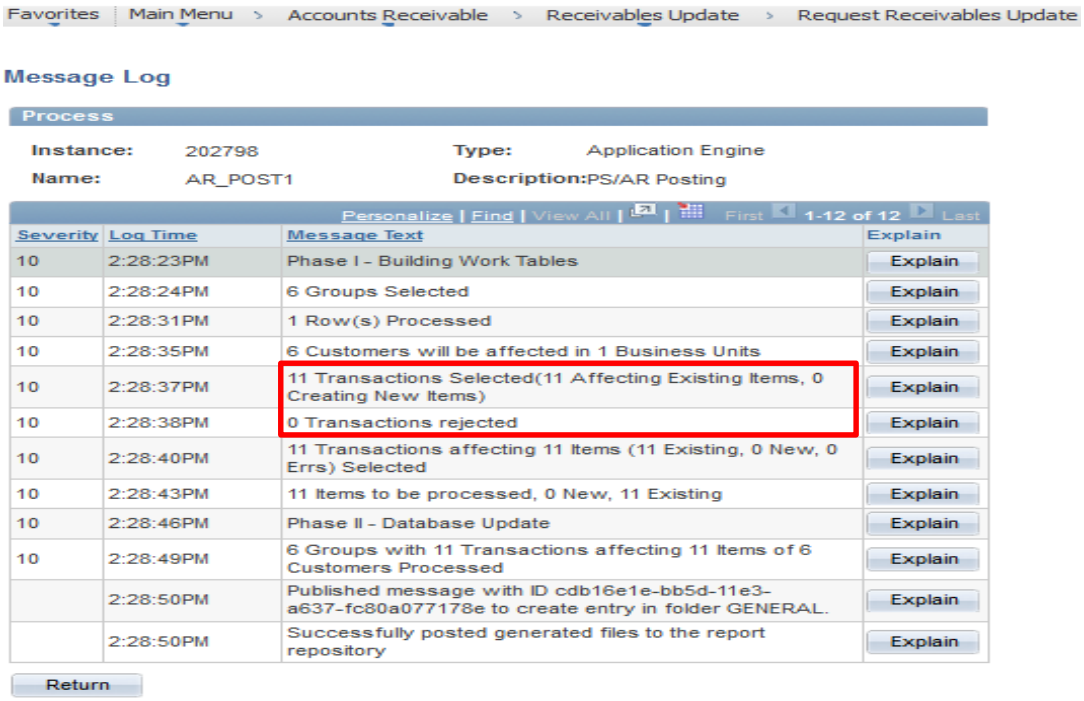
4. The ***Receivable Update Request*** page will display.
    a. A Process Instance number will display indicating that the AOC_MAIN process has begun.
    b. Click the Process Monitor link.
5. The ***Process List*** page will display.
    a. Review the *Process List* to see the ARUPDATE process is running.
    b. Click the ARUPDATE process name link to see its sub-processes.



6. The ***Process Detail*** page will display.
    a. Click the **Refresh** button until the status of all sub-processes reads "SUCCESS".
    b. Click the expand icon for the AR POST sub-process.
    c. Click the AR POST1 link.



    d. Click the Message Log link to review the number of updated transactions. Take note of:
        i. The number of groups selected. This should match the number of customers on the Disbursement Statements you printed earlier. (e.g., 6 Groups Selected)
        ii. The number of Items to be processed. This should match the number of invoices on the Disbursement Transmittal Summary you printed earlier. (e.g., 11 Items to be processed)



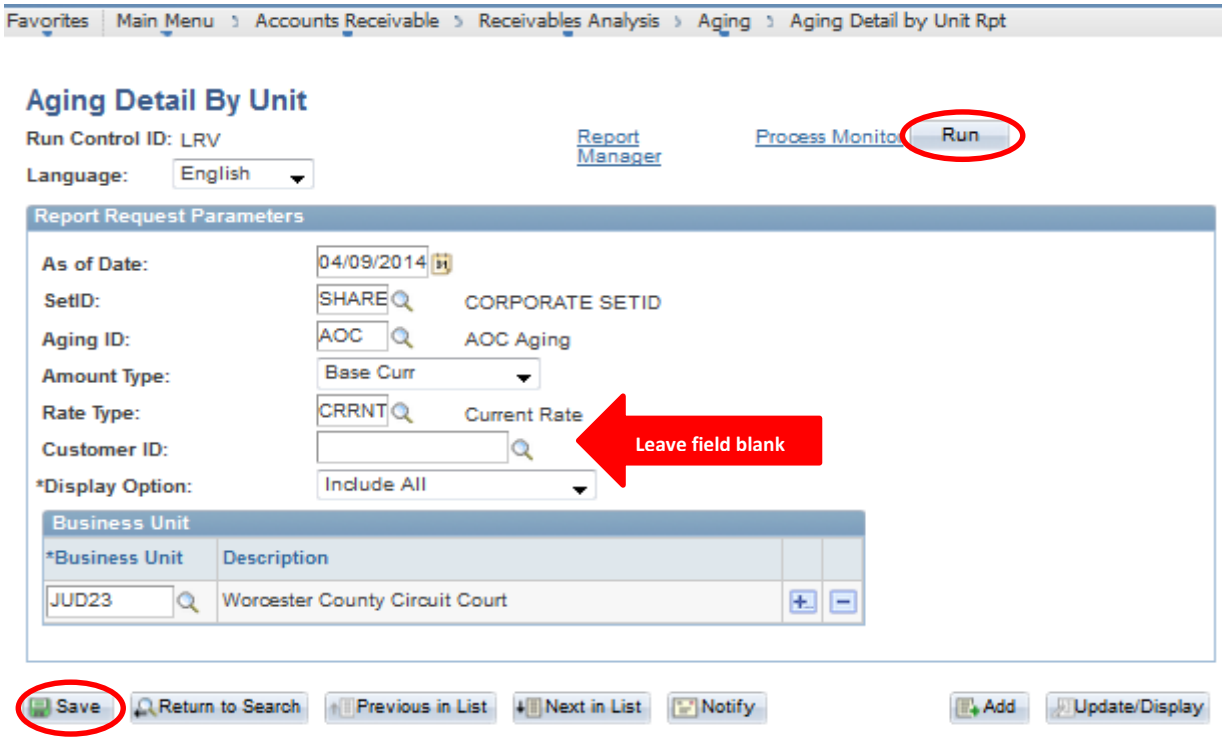
STEP 13: Re-Run the AR Aging Report – to confirm the LOC Customers no longer exist.

NAVIGATION: *Accounts Receivables > Receivables Analysis > Aging > Aging Detail by Unit Rpt*

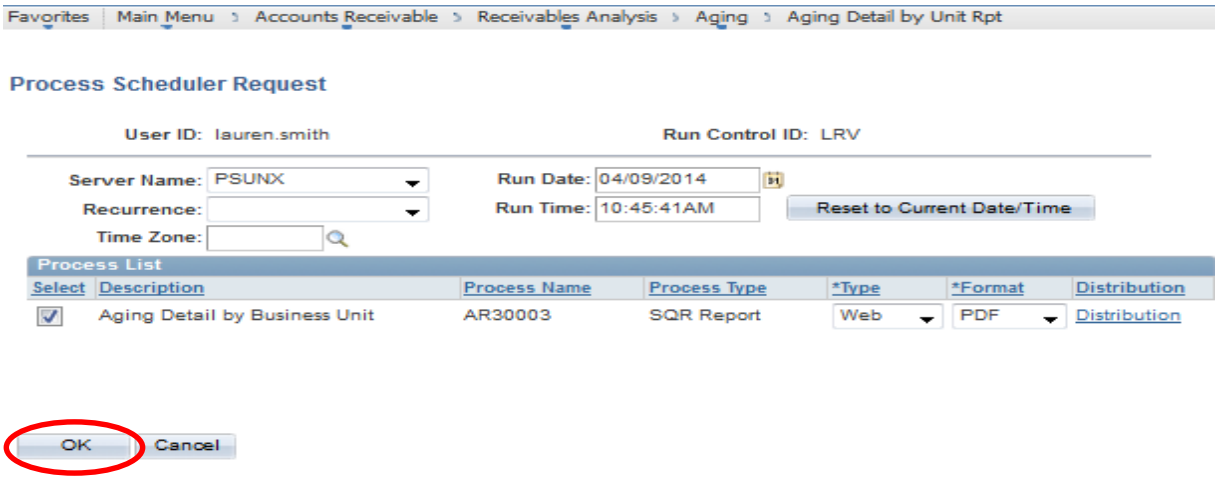
1. The ***Aging Detail by Unit*** Run Control page will display.
    a. Select a Run Control – Use the same run control from the previous time you ran this report.

> **Note:** if you choose the same run control from the previous report process you need only to change the As of Date, Save and Run.

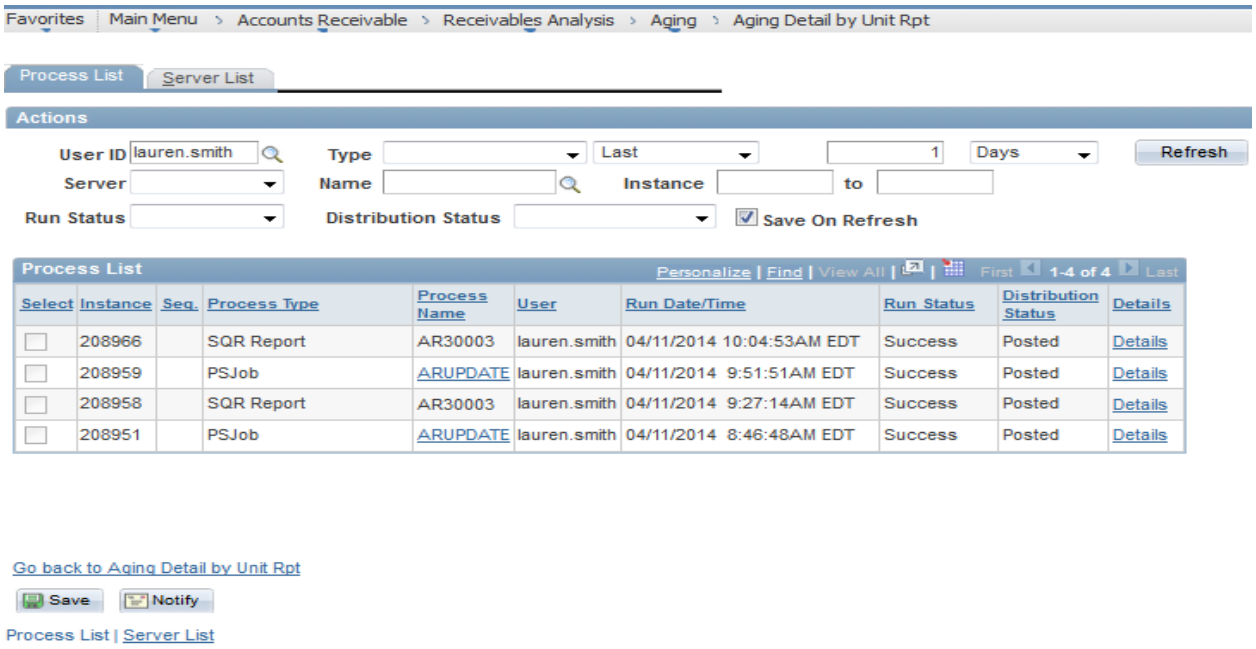
2. The ***Aging Detail by Unit*** page will display.
    a. Enter the following run control parameters.
        i. **As of Date:** = **Enter today's date.**
        ii. **SetID:** will default to "SHARE".
        iii. **Aging ID:** "AOC".
        iv. **Amount Type:** will default to "Base Curr".
        v. **Rate Type:** "CRRNT".
        vi. **Customer ID:** Leave this field BLANK.
        vii. **Display Option:** will default to "Include All".
    b. In the Business Unit section:
        i. **Business Unit**: enter "JUD##", where ## is your 2-digit county code.
    c. Click the **Save** button.
    d. Click the **Run** button.



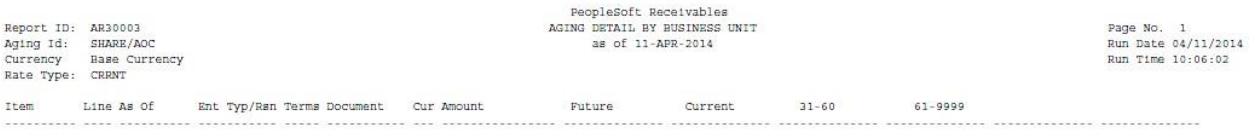
3. The ***Process Scheduler Request*** page will display.
    a. Confirm the AR30003 Process Name is listed and selected in the Process List section.
    b. Click the **OK** button.



4. The ***Aging Detail by Unit*** page will display.
    a. A Process Instance number will display indicating that the AR30003 process has begun.
    b. Click the Process Monitor link.
5. The ***Process List*** page will display.
    a. Review the *Process List* to see the AR30003 process is running.
    b. Click the **Refresh** button until the status reads "SUCCESS".
    c. Click the Details link.



6. The ***Process Detail*** page will display.
    a. Click the View Log/Trace link.
    b. Click the PDF link to open the Aging Detail by Business Unit report.



PeopleSoft Receivables
AGING DETAIL BY BUSINESS UNIT
as of 11-APR-2014

Report ID: AR30003
Aging Id: SHARE/AOC
Currency Base Currency
Rate Type: CRRNT

Page No. 1
Run Date 04/11/2014
Run Time 10:06:02

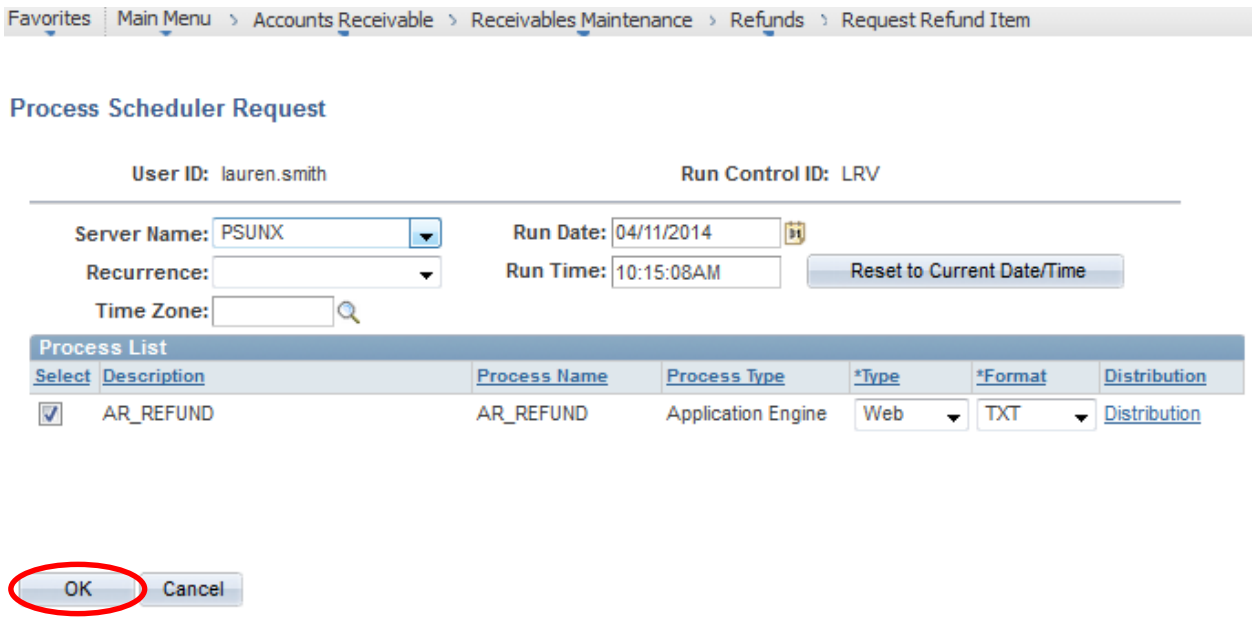
Item	Line	As Of	Ent Typ/Rsn	Terms	Document	Cur	Amount	Future	Current	31-60	61-9999	

STEP 14: Load to AP for Voucher Creation – After all items are marked as a refund, the Request Refund Item process loads them into Accounts Payable where the Vouchers are created and funds are disbursed.

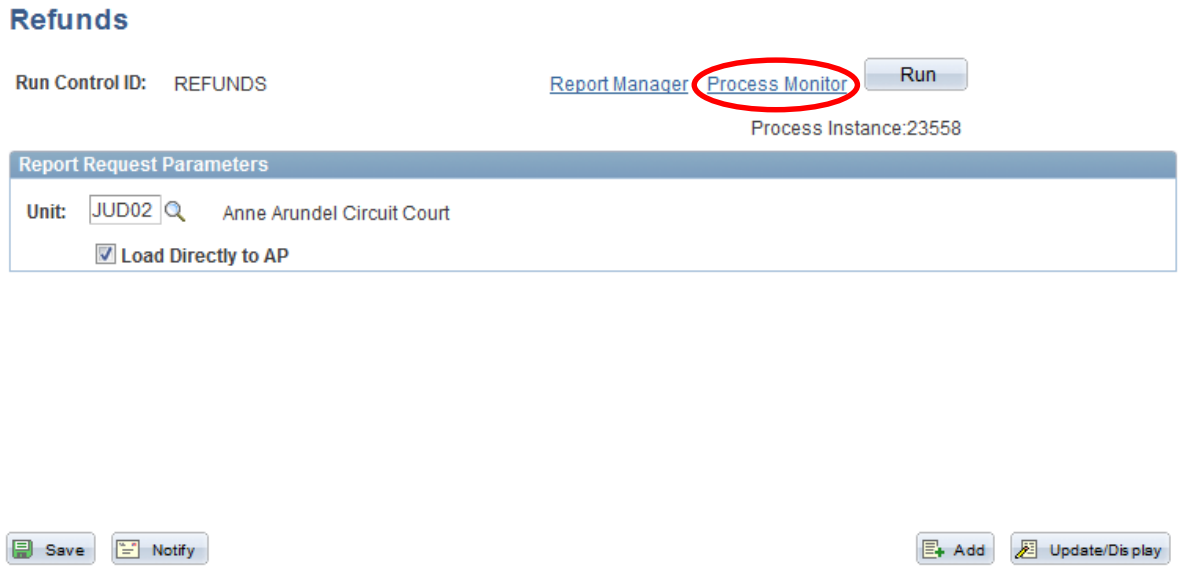
NAVIGATION: *Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item*

1. The ***Request Refund Item*** page will display.
    a. Select a Run Control - Search if needed using the "*Find an Existing Value*" tab. Recommendation is to use the run control id you created for LRV or Local Revenue.
2. The ***Refunds*** page will display.
    a. **Unit:** enter JUD##.
    b. **Load Directly to AP:** defaults with a check in the checkbox. **THIS IS VERY IMPORTANT**
    c. Click the **Save** button.
    d. Click the **Run** button.

3. The ***Process Scheduler Request*** page will display.
    a. Confirm the AR_REFUND Process Name is listed and selected in the Process List section.
    b. Click the **OK** button.

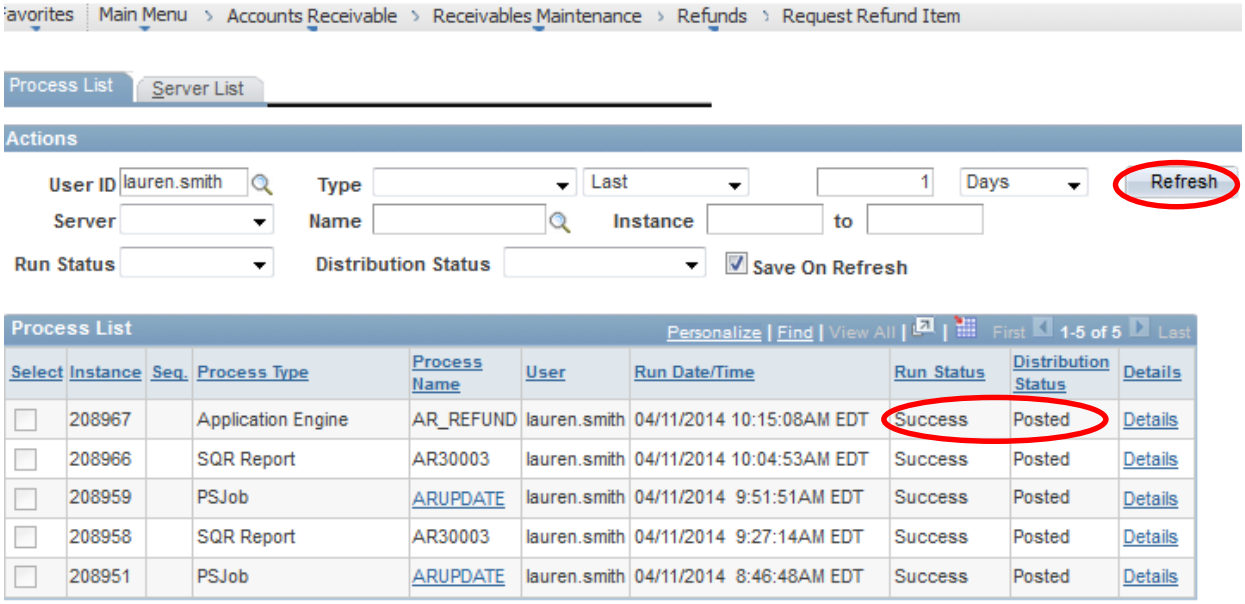


4. The ***Refunds*** page will display.
    a. A Process Instance number will display indicating that the AR_REFUND process has begun.
    b. Click the Process Monitor link.



5. The ***Process List*** page will display

a. Review the *Process List* to see the AR_REFUND process is running.
b. Click the **Refresh** button until the *Run Status* reads "Success" and the *Distribution Status* reads "Posted".



END OF THE LOCAL REVENUE DISBURSEMENT PROCESS